

METRO REGIONAL GOVERNMENT
Records Retention Schedule

Organizational Placement

Schedule number: 2013-0003

Agency: Metro
Department: Office of the Chief Operating Officer
Program: Executive Administration

Program Description

The Executive Administration program manages the agency for the Metro Council; plans for agency support to implement regional programs and initiatives; enforces Metro ordinances; executes the policies of the Council; and administers Metro's resources, programs, facilities and staff. It provides leadership and management authority to agency staff by implementing the Council's policy directives, and provides operational and policy support to achieve all of the Council's goals and objectives. It also sponsors Metro's annual Charitable Giving Campaign.

The program also oversees the Diversity, Equity and Inclusion program (DEI), the Government Affairs and Policy Development (GAPD) program, legislative affairs activities, the Metro Regional Infrastructure Supporting our Economy program (RISE), and the Visitor Venues – General Manager program.

Records Description:

Records documenting personal and background information about Chief Operating Officers and Deputy Chief Operating Officers are the **Chief Operating Officer/Deputy Chief Operating Officer Records**. Actions taken by the Office of the Chief Operating Officer (and previously by the Office of the Executive Officer) on a wide variety of subjects most of which pertained to Metro operations and management are documented by **Executive Orders Index Collection**. Chief Operating Officer actions relating to establishing compliance with a number of different requirements found in the Urban Growth Management Functional Plan are documented by **Metro Orders**. Agency-wide activities are documented on a weekly basis (for internal use only) in the **Chief Operating Officer Weekly Update Messages**. Records profiling current and projected milestones in public-facing programs during the fiscal year, and which outline items for management or council action are **Quarterly and End-of-Year Management Reports**. Records providing an annual assessment of Metro's internal operations, and which accompany the End-of-Year Management Reports are the **Balanced Scorecard Reports**.

Program Records

M05-01-01 Chief Operating Officer/Deputy Chief Operating Officer Records, 1979 - [ongoing]

Minimum retention:

- (a) Biographies, photos, and speeches and presentations: Permanent (different from other employees)
- (b) Oaths of office: 6 years after most recent oath
- (c) Calendars and scheduling records: 2 years (different from other employees)
- (d) All other records: 5 years after term ends

M05-01-04 Executive Orders and Index Collection, 1995 - 2008 1 c.f.

Minimum retention: Permanent

M05-01-07 Metro Orders and Index, 2004 – [ongoing]

Minimum retention: Permanent

M05-01-10 Chief Operating Officer Weekly Update Messages, 2010 - [ongoing]

Minimum retention: Permanent

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M05-01-11 Quarterly and End-of-Year Management Reports, 2010 - [ongoing]

Minimum retention: Permanent

M05-01-12 Balanced Scorecard Reports, 2010 - [ongoing]

Minimum retention: Permanent

Consult the General Administrative Records for records series commonly retained by Metro, including but not limited to: Activity reports, budget preparation records, correspondence, legislative tracking records, mailing lists, notary public log books, organizational records, postal records, project records, seminar and conference records, special event and celebration records, speeches and presentations, and staff meeting records.

Databases

HP TRIM

METRO REGIONAL GOVERNMENT
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Organizational Placement

Schedule number: 2013-0003

Agency: Metro
Department: Chief Operating Officer
Program: Diversity, Equity and Inclusion (DEI)

Program Description

Metro created the Diversity, Equity and Inclusion (DEI) program in September 2014 to better coordinate its efforts to cultivate diversity, advance equity and practice inclusion. The DEI team aligns ongoing work in the Diversity Action Plan, Equity Strategy, and inclusive public involvement practices to strategically coordinate efforts to achieve equitable outcomes and strengthen relationships with diverse communities. The DEI program provides tools and resources to Metro staff in cultural competency, community partnerships, and inclusive public involvement.

DEI staff also implement the Diversity Action Plan and Equity Strategy and Action Plan; a description of program records for those two plans are contained in separate program record schedules.

Records Description:

The internal policies and procedures of the DEI steering committee are documented by the **Metro DEI Steering Committee Management Records**. Internal guidelines for language resources are documented by the **Language Resource Guide**. The work plan for the DEI program is documented in the **Metro DEI Project Management Plan**.

Program Records

M05-11-01 Metro DEI Steering Committee Management Records, 2015 - ongoing

Minimum retention:

(a) By-laws Review and Revision Records: 10 years after last update

(b) Member Records: 10 years after term ends

M05-11-02 Metro Language Resource Guide, 2014 - ongoing

Minimum retention: 5 years after last update

M05-11-03 Metro DEI Project Management Plan

Minimum retention: 5 years after plan update

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, issue files, legislative tracking records, mailing lists, organizational records, postal records, project records, seminar and conference records, special event and celebration records, speeches and presentations, staff meeting records, and training records (agency-sponsored).

Databases

HP TRIM

METRO REGIONAL GOVERNMENT
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Organizational Placement

Schedule number: 2013-0003

Agency: Metro
Department: Office of the Chief Operating Officer
Program: Diversity, Equity and Inclusion (DEI)
Division: Metro Diversity Program

Program Description

The Metro Diversity Program is responsible for carrying out Diversity Action Plan goals to increase diversity and cultural awareness at Metro in four core areas: internal awareness and diversity sensitivity, employee recruitment and retention, public involvement and citizen advisory membership, and procurement. The Diversity Action Plan was adopted by the Metro Council on Nov. 15, 2012. The development of the plan began in 2005 with the work of an original Diversity Action Team that formed to develop the plan structure. Following plan adoption, the original diversity action team was restructured into two separate teams whose main focus is on implementation of the plan strategies: the Diversity Advisory Council and the Diversity Core Area teams.

The Diversity Core Area Teams consist of four sub-groups representing each of the plan core areas. The core teams meet monthly. These meetings are held to continue developing core area work plans and implementing prioritized strategies for the specific core area. The Diversity Program is advised by the Diversity, Equity and Inclusion Steering Committee, made up of Metro senior leaders.

Some of the key activities of the diversity program are the biennial administration of the employee climate survey called the “Cultural Compass,” developing agency-wide and department-specific diversity awareness trainings, community outreach to culturally specific communities, support and consult on other diversity related projects and programs at Metro.

Records Description:

Metro’s action plan to address the growing diversity of the region and to increase workforce diversity and cultural competence are documented by **Metro Diversity Action Plan and Update Records**. The activities relating to the pre-work completed by staff in formulating Metro’s Diversity program are the **Metro Diversity Action Team Records**.

Program Records

M05-12-01 Metro Diversity Action Plan and Update Records

Minimum retention: 1 copy of each Permanent

M05-12-02 Metro Diversity Action Team Records, 2005 - 2012

- (a) Diversity Action Plan: Permanent
- (b) All other records: 5 years

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, photographs, slides, and digital images, professional membership records, project records, publications, publication preparation records, special event and celebration records, surveys, polls and questionnaires, staff meeting records, and training records (agency-sponsored).

Databases

HP TRIM

METRO REGIONAL GOVERNMENT
Records Retention Schedule

Organizational Placement

Schedule number: 2013-0003

Agency: Metro
Department: Chief Operating Officer
Program: Diversity, Equity and Inclusion (DEI)
Division: Equity Strategy

Program Description

Metro's Equity Strategy program is an organizing framework that strategically and consistently incorporates equity into policy and decision-making of the agency. In 2010, the Metro Council adopted equity as one of the region's six desired outcomes and directed Metro leadership and staff to initiate a work plan with defined goals and expected outcomes. Given the scale of effort needed to strategically move Metro's equity work forward, project staff designed a three-phase approach consisting of: (1) an Equity Inventory; (2) Strategy definition; and (3) an Implementation.

Metro considers that a high degree of community engagement and multi-jurisdictional buy-in are essential ingredients in the success of this program. To this end, the Equity Strategy program involves a citizen-led Advisory Committee representing philanthropy, community and business sectors; a community based work group; communities of color and other disadvantaged communities through sustained and committed partnerships.

The program is responsible for researching and producing a series of reports that establishes the framework for the agency's equity strategy initiative. The Equity Strategy Program is advised by the Diversity, Equity and Inclusion Steering Committee, made up of Metro senior leaders.

Records Description:

Work performed by staff to establish the framework for Metro's equity strategy initiative is documented in the **Equity Framework Report and Update Records**. The internal policies and procedures of the Equity Strategy Advisory Committee are documented by the **Metro Equity Strategy Advisory Committee Management Records**. Records documenting the pre-work establishing the Equity Strategy program are the **Metro Equity Strategy Planning Records**.

Program Records

M05-13-01 Equity Framework Report and Update Records

Minimum retention: 1 copy of each Permanent

M05-13-02 Metro Equity Strategy Advisory Committee Management Records, 2012 – ongoing

Minimum retention:

- (a) Operating Principles and Revision Records: 10 years after superseded or obsolete
- (b) Member Records: 10 years after committee sunsets
- (c) Meetings minutes: Permanent

M05-13-03 Metro Equity Strategy Planning Records, 2010 – 2012

- (a) Final Work Plan: Permanent
- (b) All other records: 10 years after final work plan prepared

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, project records, publications, publication preparation records, surveys, polls and questionnaires, staff meeting records, and training records (agency-sponsored).

Databases: HP TRIM

METRO REGIONAL GOVERNMENT
Records Retention Schedule

Organizational Placement

Schedule number: 2013-0003

Agency: Metro

Department: Chief Operating Officer

Program: Government Affairs and Policy Development (GAPD)

Program Description

The Government Affairs and Policy Development (GAPD) program provides advice and support to the Chief Operating Officer and Metro Council related to federal, state and local government relations and development of new Metro policy initiatives. In addition, the program oversees Metro lobbyist activities and the Regional Infrastructure Supporting Our Economy (RISE) program (a strategic effort to support programs and projects throughout Metro aimed at increasing investment in needed infrastructure and catalyzing jobs).

Records Description:

Records documenting the activities of the Metro lobbyist and lobbyists doing business with Metro are the **Lobbyist Registration Records**.

Program Records

M05-09-01 Lobbyist Registration Records

Minimum retention: 5 years after last activity

Consult the General Administrative Records for records series commonly retained by Metro, including but not limited to: Budget preparation records, correspondence, issue files, legislative tracking records, mailing lists, organizational records, postal records, project records, seminar and conference records, special event and celebration records, speeches and presentations, and staff meeting records.

Databases

None

METRO REGIONAL GOVERNMENT
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Organizational Placement

Schedule number: 2013-0003

Agency: Metro
Department: Chief Operating Officer
Program: Government Affairs and Policy Development (GAPD)
Section: Legislative Affairs

Program Description

Legislative Affairs works with staff in all Metro departments and with the Metro Council to develop policy and funding objectives for the agency that require state or federal action, and to implement those objectives through engagement with the Oregon Legislature and the US Congress. In addition, the program collaborates with staff of local governments of the region to pursue legislative outcomes on issues of common or regional concern. It also works with staff in Metro's Government Affairs and Policy Development (GAPD) and senior leadership to solve problems and advance selected priorities with respect to major regional issues. Finally, Legislative Affairs collaborates with Metro's Communications department on an as-needed basis to articulate the Metro Council's policy objectives to key stakeholders and the general public.

Program Records

None

Consult the General Administrative Records for records series commonly retained by Metro, including but not limited to: correspondence, legislative tracking records, mailing lists, project records, seminar and conference records, and speeches and presentations.

Databases

None

**METRO REGIONAL GOVERNMENT
Records Retention Schedule**

Organizational Placement

Schedule number: 2013-0003

Agency: Metro
Department: Chief Operating Officer
Program: Government Affairs and Policy Development (GAPD)
Section: Regional Infrastructure Supporting our Economy (RISE)

Program Description

Metro's Regional Infrastructure Supporting our Economy Program (RISE) program works to implement major projects, deliver new resources, and advance policy objectives that address critical infrastructure needs and support regional economic development. For a limited period of time, RISE partners with Metro staff throughout the organization to achieve a discrete outcome. While the projects are limited in duration, the RISE work is ongoing as it identifies a broad portfolio of regional investment needs.

The RISE program emerged from Metro's previous work with the Community Investment Initiative (CII), a group of business and community leaders addressing gaps in multiple categories of regional infrastructure.

Records Description:

Metro's action plan to implement major projects and advance policy objectives that address critical infrastructure needs and support regional economic development is documented in the **Community Investment Strategy Action Plan and Update Records**. The internal policies and procedures of the committee are documented by the **Metro Community Investment Strategy Leadership Advisory Committee Management Records**. Records documenting the pre-work establishing the program are the **Metro Community Investment Strategy Planning Records**.

Program Records

M05-10-01 Community Investment Strategy Action Plan and Update Records

Minimum retention: 1 copy of each Permanent

M05-10-02 Metro Community Investment Strategy Leadership Advisory Committee

Management Records

Minimum retention:

- (a) By-laws Review and Revision Records: 10 years after superseded or obsolete
- (b) Member Records: 10 years after term ends
- (c) Member Rosters: Permanent

M05-10-03] Metro Community Investment Strategy Planning Records

Minimum retention: Permanent

Consult the General Administrative Records for records series commonly retained by Metro, including but not limited to: Budget preparation records, calendars and scheduling records, correspondence, mailing lists, photographs, slides, and digital images, professional membership records, project records, publications, publication preparation records, surveys, polls and questionnaires, staff meeting records, and training records (agency-sponsored).

Databases

None

METRO REGIONAL GOVERNMENT
Records Retention Schedule

Organizational Placement:

Schedule number: 2013-0003

Agency: Metro
Department: Visitor Venues
Program: General Manager

Program Description

The General Manager program provides leadership, guidance, and direction for the MERC visitor venues under the direction of the Metropolitan Exposition-Recreation Commission (MERC) (see separate program description for Metropolitan Exposition-Recreation Commission), as well as the Oregon Zoo. The General Manager develops policy for these facilities and programs and provides accountability to the public, communicating with and collaborating with MERC's local government partners and associated industries to coordinate the stewardship of the region's arts, convention, and exhibition and education centers. The General Manager program also communicates with citizens about MERC's mission, programs, and procedures.

The General Manager performs a variety of public speaking activities locally, regionally, and nationally and attends meetings with local government officials, the Metro Council, facility directors, and staff. The General Manager presents the final budget to the Metro Council for approval after its preparation by Financial Operations (see separate program description for Financial Operations). The program also corresponds with the public, other government officials, venue managers, and staff on a wide variety of subjects pertaining to facility operations and management.

Program support staff coordinate day-to-day operations of the General Manager's office, maintain calendars and schedules, maintain mailing lists, process purchase card transactions, route calls, process and mail correspondence, and related tasks.

The GM program also oversees MERC's First Opportunity Target Area program to ensure that its objectives are met and that it is monitored regularly to maintain its effectiveness. The FOTA program endeavors to ensure that firms and individuals in areas or situations as outlined by the program are given first priority for positions and/or contracts related to the MERC venues.

Records Description:

Records documenting administration of the First Opportunity Target Area (FOTA) program are **First Opportunity Target Area (FOTA) Program Records**.

Program Records

M05-14-01 First Opportunity Target Area (FOTA) Program Records

Minimum retention:

- (a) State legislation, program policies, meeting minutes, final reports: Permanent
- (b) All other records: 5 years after final report completed

Consult the General Administrative Records section for records series commonly retained by Metro, including but not limited to: Calendars and scheduling records, correspondence, mailing lists, policy and procedure guidelines and manuals, special event and celebration records, and staff meeting records.

Databases: None