

**METRO REGIONAL GOVERNMENT**  
**Records Retention Schedule**

***Organizational Placement***

**Schedule number:** 2013-0003

**Agency:** Metro  
**Department:** Research Center  
**Program:** Office of the Director

***Program Description***

The Research Center supports the Metro Council, Metro staff, external clients and the public by providing accurate and reliable data, information, mapping, forecasting and technical services to support public policy analysis and regulatory compliance. The center coordinates data and research activities with partners in government, academic institutions and the private sector. The regional economic and travel forecasts provided by the Research Center meet federal and state requirements as consistent, accurate and reliable data and forecasting tools in support of regional decision making.

***Records Description:***

Records documenting the results of population forecasting and modeling done by this program are the **Annual Populations Publication Records**. A compendium of demographic and economic facts and figures are contained in the **Metro Regional Data Books**. Records documenting the monitoring of the reuse of land within the Urban Growth Boundary are the **Refill Study Records**. Records documenting the models used to create the regional economic forecasts and trending reports are the **Regional Forecast Records and Reports**. Records documenting the statistical information on a variety of topics including household data and employment data are the **Land Use and Socioeconomic Technical Records and Reports**.

***Program Records***

**M08-04-01 Annual Populations Publication Records, [1995 – 1999]**

Minimum retention: Permanent

**M08-04-02 Metro Regional Data Books, [1997 - 1999]**

Minimum retention: Permanent

**M08-04-05 Refill Study Records, 1995 - [ongoing]**

Minimum retention: 1 copy Permanent

**M08-04-06 Regional-Forecast Records and Reports**

Minimum retention: Metro internal projects: 20 years

**M08-04-07 Land Use and Socioeconomic Technical Records and Reports**

Minimum retention: 1 copy 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, and seminar and conference records.

***Databases***

None

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**Schedule number:** 2013-0003

**Agency:** Metro  
**Department:** Research Center  
**Program:** Client Services

***Program Description***

The Research Center's Client Services team leverages regional information and systems as it develops custom spatial analysis and mapping products for internal and external clients, in support of region-wide decision making, individual program needs and compliance with federal and state requirements/mandates.

***Records Description:***

Records documenting the projects completed for customers are the **Project Log Records**.

***Program Records***

**M08-06-04 Project Log Records (PLOG)**

Minimum retention: Until superseded or obsolete

Consult the General Administrative Records for records series commonly retained by Metro, including but not limited to section found earlier in this schedule: Calendars and scheduling records, correspondence, mailing list records, and project records.

***Databases***

PLOG

**METRO REGIONAL GOVERNMENT**  
**Records Retention Schedule**

**Organizational Placement**

**Schedule number:** 2013-0003

**Agency:** Metro  
**Department:** Research Center  
**Program:** Enterprise Services

**Program Description**

The Research Center's Enterprise Services program develops and delivers spatial data, tools and systems that support decision-making for communities, governments, businesses and organizations across the region. It builds and publishes dozens of regional dataset, manages integrated spatial databases, and develops services and tools for data analysis and visualization.

**Records Description:**

Records documenting topographical and physical features of a particular geographic area are the **Aerial Photography and Image Records**. Records documenting the layers and content of the GIS database are the **Annual GIS Data Records**. Records documenting the properties annexed into the jurisdictional boundary by Metro are the **Boundary Annexation Records**. Records documenting the writing of computer programming code are the **Computer Programming Code Records**. Records documenting the development of the RLIS software are the **RLIS Subscriber Data Records**. Records documenting information gathered to monitor the system through various indicators are the **System Monitoring Data Records**.

**Program Records**

**M08-05-06 Aerial Photography and Image Records, 1980 - [ongoing]**

Minimum retention: Permanent

**M08-05-01 Annual GIS Data Records**

Minimum retention:

- (a) RLIS data records: 20 years
- (b) Vacant Lands Inventory: Permanent

**M08-05-13 Boundary Annexation Records, 1969 - [ongoing]**

Minimum retention:

- (a) Finalized annexations: Permanent
- (b) Annexations withdrawn from consideration prior to finalization: 6 years after final action

**M08-05-15 Computer Programming Code Records**

Minimum retention: Until superseded or obsolete

**M08-05-05 RLIS Subscribers Data Records**

Minimum retention: Until superseded or obsolete

**M08-05-14 System Monitoring Data Records [1985 – ongoing]**

Minimum retention:

- (a) Summary reports: 1 copy of each Permanent
- (b) Collected data: 10 years after collection.

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

**Databases:**

RLIS

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***Organizational Placement***

**Schedule number:** 2013-0003

**Agency:** Metro  
**Department:** Research Center  
**Program:** Modeling Services

***Program Description***

Modeling Services is responsible for improving travel demand forecasting and land use allocation models as well as the application of those models in regional and national studies. This responsibility is carried out in the following work areas: Research and Model Development; Model Application; Technical Assistance; and Periodic Household Surveys.

The Research and Model Development area includes work elements necessary to keep the travel demand and land use allocation models responsive to issues that emerge during analysis. The major subject areas within this activity include surveys and research, model enhancement, model maintenance, and statewide and national professional involvement. The results from travel demand and land use allocation models are used extensively in the analysis of transportation and land use policy and investment.

The Model Application area defines projects where the models will be applied. Such projects include, but are not limited to, transit investment studies, corridor studies, Regional Transportation Plan, urban growth studies, air quality studies, and freight studies.

The Technical Assistance area provides transportation data and modeling services for projects that are of interest to local entities.

The Periodic Household Surveys area collects regional travel behavior data. The data are instrumental in identifying behavioral relationships with regard to travel decisions.

***Records Description:***

Records containing the initial data and software code available for the application of the model system are the **Base Model Data Records**. Records documenting the modeling framework and parameters used in an application of the forecasting models to produce given scenarios are the **Project Model Application Records**. Records documenting the survey instruments, fielding approach, and the data collected are the **Survey Records**.

***Program Records***

**M08-07-01 Base Model Data Records**

Minimum retention: 10 years after completion

**M08-07-02 Project Model Application Records, 1976 - [ongoing]**

Minimum retention:

- (a) Model documentation for Regional Transportation Plan: Permanent
- (b) Contracted model application records: 6 years after contract expiration
- (c) All other application models: 2 years after completion

**M08-07-03 Survey Records**

Minimum retention:

- (a) Survey data and reports: 10 years after survey completed
- (b) All other records: Until superseded or obsolete

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***Databases***

BASE MODEL DATA (R,OTHER DATA FILES)

SURVEY (STATA, OTHER DATA FILES)