

METRO REGIONAL GOVERNMENT
Records Retention Schedule

Organizational Placement

Schedule number: 2013-0003

Agency: Metro
Department: Metro Council

Program Description

The Metro Council is the governing body of Metro. Council authority is defined in the Metro Charter passed by voters in 1992 and 2000.

The Council provides regional governance, and provides leadership from a regional perspective, reflecting an ongoing, innovative planning orientation, and focusing on issues that cross local boundaries and require collaborative solutions. The Council determines and sets policy, providing oversight in attaining the regional goals of guiding growth and creating livable communities. The Council communicates effectively and develops constructive relationships with both internal and external audiences. The Council develops long-range plans for existing and future Metro activities. It assures the financial integrity of Metro through adoption of the budget and levying of taxes, user charges, and other revenue measures. The Council also provides oversight of the operation of Metro functions and programs to ensure that adopted policies and programs are carried out.

The Council performs these functions largely through a legislative process of developing and adopting ordinances and resolutions. Adopted measures are implemented by Metro's Chief Operating Officer (COO) and its operating departments. The full Council also reviews and approves contracts serving as the Metro Contract Review Board when a contract will have significant impact, for multi-year contracts and when designated by the Council.

The Metro Council Office also provides logistical and administrative support to Metro Charter-mandated advisory committees, including the Metro Policy Advisory Committee (MPAC), the Joint Policy Advisory Committee on Transportation (JPACT), and the Transportation Policy Alternatives Committee (TPAC).

Records Description:

Councilor assignments and terms of office are documented by **Council Assignments and Rosters**. Records documenting the weekly activities, decisions, and votes of the Metro Council are **Metro Council Action Updates**. Drafting, development, and coordination of legislative proposals prepared for the Metro Council as ordinances or resolutions are documented by **Metro Council/Committee Legislation Coversheets and Index**. Records documenting activities of the Metro Council are **Metro Council Meeting Records**. Records documenting the legislative activities of the Metro Council are **Metro Ordinances and Resolutions and Index**. Records documenting the coordination and management of Metro Charter-mandated advisory committees are **Metro Advisory Committee Management Records**.

Program Records:

M04-00-01 Council Assignments and Rosters

Minimum retention: Until superseded or obsolete

M04-00-12 Metro Council Action Updates

Minimum retention: Permanent

M04-00-13 Metro Council/Committee Legislation Coversheets and Index, [1978 - ongoing]

Minimum retention: Permanent

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M04-00-06 Metro Council Meeting Records, 1978 - [ongoing]

Minimum retention:

- (a) Agendas, meeting packets, minutes, and exhibits: Permanent
- (b) Recordings: 2 years after minutes summarized and verified

M04-00-07 Metro Ordinances and Resolutions and Index, 1973 - [ongoing]

Minimum retention: Permanent

M04-00-16 Metro Advisory Committee Management Records

Minimum retention:

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

Consult the General Administrative Records for records series commonly retained by Metro, including but not limited to: Advisory committee records, calendars and scheduling records, correspondence, issues files, legislative tracking records, mailing lists, and publications.

Databases:

HP TRIM

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Schedule number: 2013-0003

Agency: Metro
Department: Metro Council
Program: Council Operations

Program Description

The Council Operations program supports the work of the Metro Council through policy development and district outreach efforts. Policy development includes formulation of new ideas through research and analysis, advancing policy projects, facilitating discussions between department experts and individual councilors, and convening regional stakeholders, for input on new policy concepts.

The program also provides support to the Metro Council by performing such functions as personnel administration, budgeting and fiscal control, meeting support, calendar and mailing lists maintenance, special projects, development and distribution of agendas and agenda materials, and records management support.

Records Description:

Filings of Councilor's economic interest statements with the State Government Standards and Practices Commission are documented by **Annual Verified Statements of Economic Interest**. Information about the Metro Council President and an individual Councilor's background is documented by **Council President and Individual Councilor Records**.

Program Records

M04-01-01 Annual Verified Statements of Economic Interest

Minimum retention: 2 years after term ends

M04-01-02 Council President and Individual Councilor Records

Minimum retention:

- (a) Council President and Councilor biographies, photos, newsletters, 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

Some information may be restricted from public disclosure as authorized by ORS 192.502 (2), for life of the records.

Consult the General Administrative Records for records series commonly retained by Metro, including but not limited to: Budget preparation records, calendars and scheduling records, legislative tracking records, mailing lists, notary public log books, organizational records, photographs, slides, and digital images, policy and procedure guidelines and manuals, professional membership records, project records, seminar and conference records, special event and celebration records, staff meeting records, surveys, polls, and questionnaires, telecommunications logs, work schedules and assignment records.

Databases

HP TRIM