

METRO REGIONAL GOVERNMENT
Records Retention Schedule

Organizational Placement

Schedule number: 2013-0003

Agency: Metro
Department: Planning and Development
Division: Project and Resource Development
Section: Investment Areas
Program: Corridor Planning

Program Description

The Corridor Planning program provides project management and local jurisdiction, state, and federal agency coordination; technical analysis; and public outreach for high capacity transit and highway projects in the region. The staff works with local jurisdictions and agencies to evaluate transportation alternatives in various corridors of the region. The planning work typically includes system planning, alternative analysis, major investment studies, development of environmental impact statements, and development of project financing plans. This program also works toward implementation of planning projects that are defined in the Regional Transportation Plan, and collaborates on project analysis with the Forecasting and Modeling program (see separate program descriptions for Regional Transportation Planning, and Forecasting and Modeling). For these projects, Metro has a range of responsibilities that typically include project management, federal grant administration, technical analysis, consultant management, regional project adoption, and implementation planning. The public involvement aspect of transportation projects is performed by the Public Involvement program (see separate program description).

Records Description:

Records documenting the research, analysis, and conclusions drawn or final products produced from a transit project development are **Corridor Planning Project Records**. Records documenting the research, analysis, and statistics used to determine long-range plans or to develop or examine alternative scenarios for a geographic area or a transportation corridor in the Metro area are the **Transportation Corridor Study Records**.

Program Records

M08-08-01 Corridor Planning Project Records [1976 - ongoing] 3 c.f.

Minimum retention:

- (a) Final Reports: Permanent
- (b) Completed studies involving construction: 10 years after substantial completion as defined by ORS 12.135 (3)
- (c) Completed studies not involving construction: 6 years after final grant report is submitted
- (d) Tabled studies: 10 years after last action

M08-08-02 Transportation Corridor Study Records, 1976 - [ongoing] 35 c.f.

Minimum retention:

- (a) Final Studies: 1 copy of each Permanent
- (b) All other records: 5 years after study is completed

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, event records and grant records. In addition, consult the Planning Public Involvement record series.

Databases

HP TRIM

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Organizational Placement

Schedule number: 2013-0003

Agency: Metro
Department: Planning and Development
Division: Project and Resource Development
Section: Development Center
Program: Development Center

Program Description

The Development Center program implements regionally significant transit-oriented development projects through its Transit Oriented Development (TOD) Program and provides facade improvement, education and technical assistance services through its District Revitalization Program. TOD projects involve the construction of high-density housing and mixed-use developments by the private sector that incorporate strong pedestrian environments with access to light rail stations or transit. The program purchases land around light rail stations and writes down its costs, or buys easements, and place specific restrictions on the type of development that can occur on that site. The TOD program has been a partner in more than thirty projects near Portland's MAX lines and in the Region's 2040 urban centers. The program is funded with local dollars through an intergovernmental agreement with TriMet; in the past, direct allocations of Federal Transit Administration also funded the program.

The Metro Council has delegated real estate decision authority to the TOD Steering Committee, which is comprised of officials from regional and state agencies. The membership of the TOD Steering Committee includes representatives of the Oregon Housing & Community Services Department, TriMet, the Metro Council, and four to six additional members appointed by Metro's Chief Operating Officer.

Records Description:

Records documenting the TOD projects done by this program are the **Transit-Oriented Development Project Records**. Records summarizing the activities, projects, and scope of this program on a periodic basis including annual reports and project profiles are the **Transit-Oriented Program Summary Records**. Records documenting the priorities and proposed plans of action for the program such as Strategic Plans are the **Transit-Oriented Development Workplan and Policy Records**. Records summarizing the other activities and projects of the Development Center are the **District Revitalization Program Records**.

Program Records

M08-10-04 Transit-Oriented Development Project Records

Minimum retention: 30 years

M08-10-05 Transit-Oriented Development Program Summary Records, [1998- ongoing]

Minimum retention: Permanent

M08-10-06 Transit-Oriented Development Workplan and Policy Records

Minimum retention: 3 years

M08-10-07 District Revitalization Program Records

Minimum retention: 3 years

Consult the General Administrative Records for records series commonly retained by Metro, including but not limited to: Activity reports, advisory committee records, calendars and scheduling records, correspondence, grant records, and publications. Consult the Planning Records – Planning Public Involvement retention schedule.

Databases

None

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Organizational Placement

Schedule number: 2013-0003

Agency: Metro
Department: Planning and Development
Division: Regional Planning and Partnerships
Section: Regional Planning
Program: Land Use Planning

Program Description

The Land Use Planning section provides leadership in advancing and implementing the regional vision, the 2040 Growth Concept and local plans. The section's work leads to tangible changes to the built and natural environment through the creation of conditions that stimulate desired development. We partner with citizens, advocacy groups, the private sector and other governments and agencies to:

- Reduce entitlement, planning and information costs to developers
- Provide regulatory relief
- Provide direct financial assistance for development
- Focus development in target areas
- Maintain high demand for working and living in the region
- Monitor performance and support policy development

The Land Use Planning section is responsible for providing technical assessment of growth management policies and amendments to the urban growth boundary (UGB), assistance in implementing those policies, implementation of the 2040 Growth Concept Plan and other long-term growth planning measures.

The Land Use Planning section is responsible for the implementation of the Regional Framework Plan and Urban Growth Management Functional Plan (UGMFP) requirements that local governments use to manage growth in their jurisdictions in compliance with the 2040 Growth Concept Plan. Land Use Planning staff monitor compliance and report to the Metro Council annually with the results.

The section conducts and/or carries out studies, research and long-range planning projects intended to carry out the requirements of the UGMFP, assist local jurisdictions in achieving their visions, or to provide information to the Metro Council for its decision-making. Examples include brownfields research, analysis of regionally significant fish and wildlife habitat, economic development studies and planning projects for new urban areas.

Records Description:

Records documenting the progress of the 2040 Growth Plan to members of the press and the general public are the **2040 Decisions for Tomorrow Newsletter Records**. Records documenting the long range growth plan for the Portland metropolitan area through the year 2040 including all revisions and maps of projected growth areas are the **2040 Growth Concept Plan Records**. Records documenting all of the documents published by the division on the 2040 Growth Management Plan, which addresses the way the Metro area will grow to accommodate future development and population growth are the **2040 Growth Management Bibliography Records**. Records documenting the boundary appeals process are the **Boundary Appeals Commission Records**. Records documenting the issues, proposals, and plans concerning technical information affecting long term growth planning and the livability of the area that are addressed by the Metro Future Vision Commission are the **Future Vision Commission Records**. Records documenting the review process that local jurisdiction plans go through with this program, the outcomes of those reviews and how local governments will proceed with their growth planning efforts to be consistent with the 2040 Growth Plan are the **Local Functional Plan Compliance Records**. This category includes Title 11 new urban area plans and ordinances from the

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Records Retention Schedule

implementing jurisdiction(s). Records documenting planning projects done by this program for internal and external clients are the **Land Use Planning Project Records**. Records documenting work to amend the Urban Growth Management Functional Plan are the **Metro Urban Growth Management Functional Plan Records**. Records documenting Metro's land use planning policies and actions and other issues determined to be of regional concern are the **Regional Framework Plan Records**. Records documenting the urban growth boundary for the Portland metropolitan area as created by this program and the amendments to that boundary are the **Urban Growth Boundary Legislative Amendment Records**. Records documenting the changes proposed to the urban growth boundary for either major amendment or minor adjustment are the **Urban Growth Boundary Major Amendment Records** and the **Urban Growth Boundary Minor Adjustment Records**. Records documenting Metro's periodic review of the Urban Growth Boundary and forecasted and actual growth in the Metro area are the **Urban Growth Report Records**. Metro's activities in litigation involving land use decisions at the Land Conservation and Development Department, Land Use Board of Appeals, or state Court of Appeals, as well as its involvement in other land use cases, are documented by **Metro Land Use Decision Records**.

Program Records

M08-02-14 2040 Decisions for Tomorrow Newsletter Records, 1993 - 1999 1 c.f.

Minimum retention: 1 copy Permanent

M08-02-06 2040 Growth Concept Plan Records, 1991 - 2011

Minimum retention:

- (a) Adopted 2040 Growth Concept map amendments: Permanent
- (b) All other records: 5 years

M08-02-15 2040 Growth Management Bibliography Records, 1990 - 1995 10 c.f.

Minimum retention: 1 copy Permanent

M08-02-08 Boundary Appeals Commission Records, 1998 – 2007

Minimum retention: Applicant submittals, Staff reports and Commission decisions: Permanent

M08-02-16 Future Vision Commission Records, 1993 - 1995 2 c.f.

Minimum retention:

- (a) Meeting agendas, packets, minutes, exhibits, and recommended vision report: Permanent
- (b) All other records: 5 years

M08-02-01 Local Functional Plan Compliance Records

Minimum retention:

- (a) Amendment proposals not in compliance: 6 years after final determination
- (b) Approved plans: 6 years after plan approved
- (c) Denied plans: 6 years after denial
- (d) Approved Title 11 new area plans and associated ordinances: 1 year after annexation of entire new urban area into jurisdictions providing services
- (e) Exception (including application and decision documents) and extension (including application, decision, and appeal and resolution of appeal documents) records: 5 years after final action

M08-02-10 Land Use Planning Project Records, 1997 - [ongoing]

Minimum retention:

- (a) Metro final products: Permanent
- (b) Project final products for or with partner governments or organizations: 6 years after project completion or contract expiration, whichever is later
- (c) All other records: 6 years after project completion or contract expiration, whichever is later

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M08-02-02 Metro Urban Growth Management Functional Plan Records, 1997 – [ongoing]

Minimum retention:

- (a) Final plan: Permanent
- (b) All other records: 5 years

M08-02-03 Regional Framework Plan Records, 1995 - [ongoing]

Minimum retention:

- (a) Filed copy of the final plan: transfer to Office of Metro Attorney
- (b) All other adopted records of Framework Plan amendments: 5 years

M08-02-11 Urban Growth Boundary Legislative Amendment Records, 1978 - [ongoing]

Minimum retention:

- (a) Metro Council approved amendments, withdrawn or denied amendments, maps, and Public discussion drafts: Permanent
- (b) All other records: 10 years

M08-02-05 Urban Growth Boundary Major Amendment Records, 1977 - [ongoing]

Minimum retention:

- (a) Approved amendments: Permanent
- (b) Denied or withdrawn amendments: 6 years after last action (after notice goes out)
- (c) Summary finding index (UGB Amendments History): Until superseded or obsolete

M08-02-04 Urban Growth Boundary Minor Adjustment Records, 1977 - [ongoing]

Minimum retention:

- (a) Approved adjustments: Permanent
- (b) Denied or withdrawn adjustments: 6 years after last action (after notice goes out)
- (c) Summary finding index (UGB Amendments History): Until superseded or obsolete

M08-02-12 Urban Growth Report Records, 1997- [ongoing]

Minimum retention:

- (a) Approved Urban Growth Report: Permanent
- (b) All other records: 5 years

M08-02-13 Metro Land Use Decision Records, 1996 - [ongoing]

Minimum retention:

- (a) Exhibits: 10 years after final disposition of case
- (b) Other records-including full record and submittal: Permanent
- (c) Recordings: 2 years after minutes prepared.

Consult the General Administrative Records for records series commonly retained by Metro, including but not limited to: Advisory committee records, calendars and scheduling records, and correspondence. Consult Planning Public Involvement Records for record series pertaining to public participation.

Databases

HP TRIM

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Records Retention Schedule

Organizational Placement

Schedule number: 2013-0003

Agency: Metro
Department: Planning and Development
Division: Regional Planning and Partnerships
Section: Regional Planning
Program: Metropolitan Planning Organization (MPO)

Program Description

The Metropolitan Planning Organization (MPO) program is responsible for carrying out federally mandated regional planning activities under the authority of the U.S. Department of Transportation (USDOT). Metro receives direct federal grants to support many of these planning activities, including periodic updates to the Regional Transportation Plan (RTP) and Metropolitan Transportation Improvement Program (MTIP).

Metropolitan Planning Organization (MPO) program records document the formation and function of JPACT and related Intergovernmental Agreements (IGAs) and Memorandums of Understanding (MOUs) with other public agencies regarding planning services and showing direct compliance with other federal planning regulations.

Records Description:

Records documenting the boundary updates that are completed every 10 years are the **Metropolitan Planning Organization Boundary Update Records**. Records documenting compliance with federal transportation, air quality and civil rights regulations that govern regional transportation planning through annual self-certification findings and quadrennial federal compliance reviews are the **Metropolitan Planning Organization Certification Records**. Records documenting the administration of the federally mandated transportation advisory committee, Transportation Policy Alternatives Committee (TPAC), including bylaws and membership changes, are the **Transportation Policy Alternatives Committee (TPAC) Advisory Committee Administration Records**. Records documenting the Metro Council approved list of federal funding opportunities that the division will pursue for specific transportation projects and the list of recipients of federal funding during each funding cycle are the **Unified Planning Work Program Records**.

Program Records

M08-13-01 Metropolitan Planning Organization Boundary Update Records, 1979 - [ongoing]

Minimum retention: Council resolutions, maps and documentation: Permanent

M08-13-02 Metropolitan Planning Organization Certification Records, 1970- [ongoing]

Minimum retention: Federal Self Certification and Quadrennial review, certification and certification letter, and Title VI program documentation: Permanent

M08-13-03 Transportation Policy Alternatives Committee (TPAC) Advisory Committee Administration Records, 1979 - [ongoing]

Minimum retention: Report on recommendations from council resolution on recruitment and appointments, amended by-laws, and operating by-laws: Permanent

M08-13-04 Unified Planning Work Program (UPWP) Records, 1975 - [ongoing]

Minimum retention:

- (a) Adopted final report with formal amendments: Permanent
- (b) All other records: 10 years

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Records Retention Schedule

Consult the General Administrative Records for records series commonly retained by Metro, including but not limited to: Calendars and scheduling records, correspondence, intergovernmental agreements and mailing lists. Consult the Planning Public Involvement records for public involvement plans, reports, publications, public comments and other records.

Databases

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Records Retention Schedule

Organizational Placement

Schedule number: 2013-0003

Agency: Metro
Department: Planning and Development
Division: Project and Resource Development
Section: Resource Development
Program: Metropolitan Transportation Improvement Program (MTIP)

Program Description

The Metropolitan Transportation Improvement Program (MTIP) team is responsible for developing and maintaining the MTIP for the Portland metropolitan planning area, in cooperation with the local cities and counties, the public transit operators in the region (TriMet and SMART), and the Oregon Department of Transportation (ODOT).

The MTIP team is responsible for ensuring the MTIP program, processes and documents are in compliance with the federal rules in the metropolitan and statewide transportation planning regulations (23 CFR Part 450 for Federal Highway Administration and 49 CFR Part 613 for Federal Transit Administration), Oregon state planning goals, and the most recent federal authorization law and its relevant rules as written in the code of Federal regulations.

The four year MTIP programming document contains all capital, and non-capital surface transportation projects within the metropolitan planning area boundary, proposed for federal funding under Title 23, U.S.C., as well as all regionally significant projects funded with non-federal funds (23 CFR 450.324) is typically updated every two years, and is approved by the Joint Policy Advisory Committee on Transportation (JPACT), Metro Council and the Governor. Each project listed in the MTIP document includes a description of the project, cost detail, fund sources, amount of funds anticipated to be obligated each program year, agency responsible for the project, and the corresponding Statewide Transportation Improvement program (STIP) identification number. Metro must ensure each project in the MTIP is consistent with the federally approved RTP.

The MTIP also documents the allocation of the Surface Transportation Program (STP) urbanized area formula funds, the Congestion Mitigation Air Quality (CMAQ) funds and the Transportation Alternatives Program (TAP) funds for the region. The allocation of these federal funds is known as the Regional Flexible Funds Allocation (RFFA) process. JPACT, which is composed of elected officials and transportation agency directors, proposes which projects will be funded with the region's formula funds. The JPACT recommendation must be approved by the Metro Council.

The MTIP four year program of projects is subject to a Federal Highway Administration/Federal Transit Administration (FHWA/FTA) air quality conformity finding. Metro works with the federal Environmental Protection Agency (EPA) through the state authority of the Oregon Department of Environmental Quality (DEQ) to ensure compliance with state air quality rules. After the FHWA and FTA issue a conformity determination, the final MTIP programming is incorporated into the STIP.

Records Description:

Reports and approval letters demonstrating transportation conformity with emissions budgets allocated in the State Implementation Plan for Air Quality by the MTIP and formal MTIP amendments are the **Air Quality Conformity Records**. Records documenting the finance plan data including federal revenue estimates, allocations, apportionments, and project obligations; fiscal constraint data including annual program of projects by fund type are the **Financial Plan Records**. Records documenting the four year program for improving the area's transportation systems as mandated by the USDOT are the **Metropolitan Transportation Improvement**

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Records Retention Schedule

Program (MTIP) Records. Information related to the solicitation, evaluation and decision to award funding to projects and programs of federal transportation discretionary funds (Urban-STP, CMAQ and TAP funds) are documented by the **Regional Flexible Fund Allocation (RFFA) Records**.

Program Records

M08-11-01 Air Quality Conformity Records, 1979 – [ongoing], 5 c.f.

Minimum retention:

- (a) Final Air Quality Conformity Reports, USDOT (FTA/FHWA) Approval Letters, and amendment consultations: Permanent
- (b) Draft Air Quality Conformity Reports: 10 years
- (c) All other records: 5 years

M08-11-02 Financial Plan Records, 1979 – [ongoing], 3 c.f.

Minimum retention:

- (a) Annual Finance Plan and revenue records and annual obligation reports: Permanent
- (b) All other records: 5 years

M08-11-03 Metropolitan Transportation Improvement Program (MTIP) Records, 1979 - [ongoing]

Minimum retention:

- (a) Adopted MTIP including appendices, STIP approval letter from FTA and FHWA, Congestion Mitigation Air Quality (CMAQ) Eligibility Letters, 4 year Fiscal Constraint Report, annual amendment reports, Amended MTIP (final version) and annual project closeout report: Permanent
- (b) Draft Public Comment MTIP, MTIP/STIP reconciliation: 10 years
- (c) Amendment forms and supporting documentation: 20 years after funding is allocated
- (d) All other records: 5 years

M08-11-05 Regional Flexible Fund Allocation (RFFA) Records

Minimum retention:

- (a) Policy framework, Solicitation Packet, Project Applications, Project Summary Report, Technical Evaluation Summary, Public Comment Report, Approved Project List, and appendices: 10 years
- (b) Files for projects funded with regional Surface Transportation Program (STP), CMAQ and TAP funds: 20 years after funding is allocated
- (c) All other records: 5 years

Consult the General Administrative Records for records series commonly retained by Metro, including but not limited to: Calendars and scheduling records, and correspondence. Consult Planning Public Involvement Records for record series pertaining to public involvement (including the MTIP public participation plan). Consult the Communications Records for record series pertaining to events.

Databases

TRANSPORTATION TRACKER
TIP DATABASE 1970-2005
HP TRIM

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Records Retention Schedule

Organizational Placement

Schedule number: 2013-0003

Agency: Metro
Department: Planning and Development
Division: Regional Planning and Partnerships
Section: Regional Planning
Program: Regional Transportation Plan (RTP)

Program Description

The Regional Transportation Planning program is responsible for Metro's coordination and consultation with local, regional, state and federal entities for transportation planning functions within the Portland metropolitan area, including development of the Regional Transportation Plan (RTP).

Regional Transportation Plans describe, among other things, how federal, state and local funds for transportation projects and programs will be spent. Metro is designated by the U.S. Department of Transportation as a Metropolitan Planning Organization (MPO) in order to carry out federal programs at the regional level. As an MPO, Metro is also responsible for the creation and maintenance of a transportation plan that is consistent with Oregon state planning goals and federal law, as set forth in Oregon's Transportation Planning Rule. Metro also works with the federal Environmental Protection Agency (EPA) through the state authority of the Oregon Department of Environmental Quality (DEQ) to ensure compliance with state air quality rules.

The RTP is updated every four years to meet ongoing federal planning requirements. After adoption of the RTP, local governments must update their plans to reflect new regional policies and requirements. Local government transportation plans and projects are also reviewed by this program area to make sure the outcomes from such plans and projects are consistent with the RTP and other regional planning efforts. The RTP establishes transportation policies for all forms of travel and includes specific objectives, strategies, and projects to guide local and regional implementation of each policy. The policies also serve as the basis for allocating state and federal transportation funds through the Metropolitan Transportation Improvement Program and guiding regional corridor planning efforts. Each RTP adoption action requires findings of conformity with the federal Clean Air Act and an analysis of environmental justice and federal civil rights implications (under Title VI of the Civil Rights Act and related laws). The RTP is adopted by ordinance by the Joint Policy Advisory Committee on Transportation (JPACT) and Metro Council.

The program also addresses special study needs such as bicycle, pedestrian transit and freight planning, transportation demand management, and transportation finance.

Records Description:

Records documenting the review process that local jurisdiction transportation plans go through with this program, as well as the outcomes of those reviews, are the **Local Transportation Plan Review Records**. Records documenting the 20-year blueprint on how transportation will accommodate growth in the Portland metropolitan region, including records that document RTP conformity with the federal clean air act and the analysis of environmental justice and federal civil rights implications and documents identified as vital and translated per Title VI language access guidelines, are the **Regional Transportation Plan (RTP) Records**. Records documenting the research, analysis, and conclusions drawn, or final products produced from a given transportation planning inquiry, including but not limited to Active Transportation and Climate Smart, are the **Special Regional Transportation Planning Project Records**.

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Program Records

M08-12-01 Local Transportation Plan Review Records

Minimum retention:

- (a) Approved plans with a letter of support without required revisions: 6 years after plan approved
- (b) Approved plans with required revisions: 6 years after plan revisions are completed by the local jurisdiction
- (c) Plans that the program does not comment on: 1 year

M08-12-02 Regional Transportation Plan (RTP) Records, [1979-ongoing]

Minimum retention:

- (a) Meeting agendas, packets, minutes, summaries, exhibits, final published plans, reports, summaries, and appendices: Permanent
- (b) All other records: 5 years
- (c) RTP Air Quality Conformity Records: 20 years
- (d) Environmental justice and federal civil rights (Title VI) analysis: 20 years

M08-12-03 Special Regional Transportation Planning Project Records, 1976 - [ongoing]

Minimum retention:

- (a) Meeting agendas, packets, summaries, exhibits, final published plans, reports, summaries, and appendices: Permanent
- (b) All other records: 3 years

Consult the General Administrative Records for records series commonly retained by Metro, including but not limited to: Calendars and scheduling records, correspondence, and mailing lists. Consult the Planning Public Involvement records for public involvement plans, reports, publications, public comments and other records.

Databases

HP TRIM

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Records Retention Schedule

Organizational Placement

Schedule number: 2013-0003

Agency: Metro
Department: Planning and Development
Program: Planning Public Involvement

Program Description

The Planning Public Involvement program is charged with communication with and engagement of people interested in Corridors, Metropolitan Transportation Improvement Program (MTIP), Regional Transportation Planning (RTP) and Land Use Planning projects. Projects are carried out under the guidance of federal transportation laws, state law regarding notice requirements and Metro code standards related to public involvement. The program coordinates public comment opportunities, provides educational opportunities and information, tracks public comments, acts as a liaison to the media and prepares public comment reports.

Records Description:

Records documenting the scheduling, notification of, attendance monitoring of public meetings held and reports produced by this program as well as other outreach efforts, including documentation of specific efforts to engage communities identified as requiring environmental justice and civil rights consideration (under Title VI of the Civil Rights Act and related laws) on behalf of a given transportation plan, corridors project, land use planning project, RTP or MTIP or about transportation planning options in general are the **Public Involvement Records**. Records documenting periodic updates on project progress provided to concerned citizens, the media, and nationwide audiences are the **Transportation Project Newsletter Records**.

Program Records

M08-09-01 Public Involvement Records

Minimum retention:

- (a) Project public involvement plans, public engagement guides, and public involvement reports and participation plan records: 20 years after completion of project or final construction voucher approved
- (b) Project publications, advertising records, newsletters, translated materials, and formal public comments: 1 year after inclusion in public comment report
- (c) Unsolicited public comments: 3 years, or 1 year after inclusion in public comment report
- (d) All other records: 5 years

M08-09-02 Transportation Project Newsletter Records, 1992 - [ongoing]

Minimum retention: 1 copy of each issue, Permanent

Consult the General Administrative Records: retention schedule for calendars and scheduling records, correspondence, surveys, polls and questionnaires and news/press releases. Consult the Communications/Public Affairs retention schedule for event records.

Databases

None

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Organizational Placement

Schedule number: 2013-0003

Agency: Metro
Department: Planning and Development
Division: Project and Resource Development
Section: Resource Development
Program: Regional Travel Options (RTO)

Program Description

Regional Travel Options (RTO) manages regional initiatives to reduce reliance on the automobile. It leads the Regional Travel Options program, which focuses on the ongoing development and evaluation of transportation demand management programs and policies in the Metro region. It is also responsible for marketing the use of travel options through existing and expanded partnerships, developing a targeted marketing program, including ~~for~~ rideshare and vanpool services, and monitoring the work of ~~five~~ Transportation Management Areas (TMA) within the region, and managing a grant program which allocates funds to promising transportation demand management (TDM) projects.

Program Records

None

Consult the General Administrative Records for records series commonly retained by Metro, including but not limited to: Advisory committee records, calendars and scheduling records, grant records, mailing lists, and project records. Consult the Planning Public Involvement records for public involvement plans, reports, publications, public comments and other records.

Databases

None