

METRO REGIONAL GOVERNMENT
Records Retention Schedule

Edition: October 2017

Organizational Placement

Agency: Metro
Department: Office of Metro Attorney
Program: General Counsel

Schedule number: 2017-0004

Program Description

The General Counsel program handles the legal business for Metro. The office provides oral and written legal opinions; reviews requests for proposals, bid documents and contracts; and drafts and reviews proposed Metro ordinances and resolutions, contracts, deeds, and other legal documents. The office also provides advice and representation for litigation matters and settlement, hires outside counsel when necessary, and assists Metro in meeting the legal requirements of Metro's policy objectives.

Records maintained by the General Counsel program may be exempt from disclosure under Oregon Public Records Law.

Records Description:

- **Annual Litigation Reports:** Records summarizing litigation activities for Metro elected officials, other local government officials, and outside auditors.
- **Legal Issues Files:**
 - **Attorney Opinions:** Formal legal opinions issued by the Office of Metro Attorney for the Metro Council and Metro departments that document the rationale for policy and maintain consistency in related issues. Information usually includes date, department requesting opinion, and the text of the opinion.
 - **Construction Contract Review Files:** Records related to construction contracts. Documents may include draft and final contracts, communication with counsel and Metro staff, attorney advice, and related records.
 - **Other Contract Review Files:** Records related to contracts and agreements, not including construction contracts or property acquisition matters. Documents may include draft and final contracts, communication with counsel and Metro staff, attorney advice, and related records.
 - **Attorney Advice Files:** Records documenting general advice provided to the Metro Council and staff. Documents may include communication with counsel and Metro staff, attorney advice, draft and final documents, related records, and working files and drafts related to the Metro Code.
- **Land Use Decision Records Index:** Indexing, summarizing, and monitoring of land use decision cases involving Metro.
- **Litigation Case Files:** Documentation of pending and closed cases filed by Metro and against Metro. Documents may include complaint, summons, investigations, reports, attorney's advice, pleadings, and related documents.
- **Metro Charter:** The official legal document describing the status of Metro as a regional government and its role, responsibilities, and powers. Documents include current and former version of Metro Charter.
- **Metro Code and Code Update Records:** Metro's laws and regulations that provide a record of original and changed codes approved and adopted by the Metro Council. Documents include current and former versions of the Metro Code.
- **Property Acquisition Records:** Documents related to property transactions for property owned by Metro, including natural areas land, trail corridors and greenways, and Metro facilities. Records may include offer letters, options, agreements, staff reports, appraisal reports and reviews, inspection reports, and related records.

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- **Regional Framework Plan (RFP) Records:** The legal document describing Metro's planning parameters for cities and counties. Documents include current and former versions of the RFP.

Program Records

M06-01-01 Annual Litigation Reports

Minimum retention: 10 years after report is produced

M06-01-03 Land Use Decision Records Index, 1996 - 2014

Minimum retention: Permanent

M06-01-04 Legal Issues Files, 1987 - [ongoing]

Minimum retention: (a) Attorney Opinions: Permanent
(b) Construction Contract Review Files: 10 years after substantial completion (as defined by ORS 12.135(3))
(c) Other Contract Review Files: 6 years after expiration or termination
(d) Attorney Advice Files: 10 years after last action

M06-01-06 Litigation Case Files, 1987 - [ongoing]

Minimum retention: (a) Precedent setting cases: Permanent
(b) Other case records: 10 years after final disposition
(c) Indexes: Until superseded or obsolete

M06-01-07 Metro Charter, 1992 - [ongoing]

Minimum retention: Permanent

M06-01-08 Metro Charter Committee Records, 1991 - 1992

Minimum retention: Permanent

M06-01-09 Metro Code and Code Update Records, 1995 - [ongoing]

Minimum retention: (a) Superseded pages: Permanent
(b) Current version: Until superseded or obsolete

M06-01-11 Property Acquisition Records

Minimum retention: (a) If property purchased by Metro: Until disposition of property
(b) If property not purchased by Metro: 10 years after last action

M06-01-12 Regional Framework Plan Records, 1997 - [ongoing]

Minimum retention: (a) Superseded pages: Permanent
(b) Current version: Until superseded or obsolete

Metro General Administrative Records:

Included but not limited to: Budget preparation records, calendars and scheduling records, correspondence, legislative tracking records, mailing lists, notary public log books, and staff meeting records.

Databases

HP TRIM

TerraMet