

Department of Transportation, Highway Division
Records Retention Schedule 2006-0001
Effective Date: July 2019
Table of Contents

Highway Program (HPO)	4
Maintenance and Operations.....	6
Project Delivery	18
Local Program.....	21
Technical Services (TSB)	22
Bridge Engineering	26
Construction.....	39
Geo-Environmental Services	47
Right of Way.....	62
Roadway Engineering.....	72
Traffic Engineering and Operations (TE&O).....	89
Oregon Innovative Partnerships (OIPP)	97
Road User Fee Task Force (RUFTF).....	98
Region.....	99

**Oregon State Archives
Records retention Schedule**

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)

Division: Highway Division

Program Description

The Highway Division is responsible for ensuring that Oregon has a safe and effective highway infrastructure supporting economic growth and livability. ODOT's Highway Division applies three major program areas to meet Oregon's need for a sustained and updated road system. The Division uses maintenance, planning, and construction programs based upon the seven technical aspects involved in roadway design and management to scope, design, implement, and maintain the state highway system.

Program Records

None

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Conference, Seminar, and Training Program Records

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

Scheduling Records

Facilities/Property Records - OAR 166-300-0020

Asset Inventory Reports (Records)

Building Records

Financial Records - OAR 166-300-0025

Budget Allotment Records

Budget Preparation Records

Competitive Bid Records

Expenditure and Revenue Records

Grant records

Purchasing Records

Information Management Records - OAR 166-300-0030

Filing System Records

Payroll Records – OAR 166-300-0035

Leave Applications

Oregon State Archives
Records retention Schedule

Edition: 7/2019

Personnel Records – OAR 166-300-0040

Affirmative Action Records

Employee Medical Records

Employee Personnel Records

Recruitment and Selection Records

Risk Management Records – OAR 166-300-0045

Emergency Response Plans and Procedures

Safety Program Records

State Accident Insurance Fund (SAIF) Claim Records

Databases

None

Oregon State Archives Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Department of Transportation
Division: Highway
Office: Highway Program (HPO)

Program Description

The Highway Program Office is responsible for developing the Division's operations budget, providing budget and program analysis, coordination and management of program funds available to finance highway programs, and the development and management of the State Transportation Improvement Program (STIP). The STIP is Oregon's four-year transportation capital improvement program. It identifies the funding for and scheduling of transportation projects and programs. It includes projects on federal, city, state and county transportation systems and multimodal projects. In addition, the STIP includes projects in National Parks, National Forests and Native Nations lands. The HPO provides financial coordination to ODOT's regions via fiscal analysts assigned to regional offices. The analysts are responsible for providing technical expertise and assistance to regional personnel to ensure standardized, accurate financial work.

In addition to responsibility for the STIP, the HPO is responsible for processing Claims Against Others which record ODOT's efforts to collect compensation from parties that damage part of the transportation infrastructure including but not limited to equipment, facilities and vehicles.

Program Records

239 Claims Against Others Records

Retain claim records 10 years after settlement, destroy

001 STIP Records

- (a) Retain final STIP 10 years, destroy
- (b) Retain drafts, work notes, developmental materials 4 years after acceptance of final STIP, destroy
- (c) Retain project files 3 years, destroy

Oregon State Archives

Records retention Schedule

Edition: 7/2019

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling records

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Staff Meeting Records

Facilities/Property Records – OAR 166-300-0020

Asset Inventory Reports (Records)

Financial Records - OAR 166-300-0025

Budget Allocation Records

Budget Preparation Records

Information and Records Management Records – OAR 166-300-0030

Filing System Records

Payroll Records – OAR 166-300-0035

Leave Applications

Databases

ATC

MMS

Project Control System (PCS)

Transportation Environment Accounting and Management System (TEAMS) *TEAMS is maintained by ODOT Central Services Division*

Fiscal Management Information System (FMIS) *Maintained by the Federal Highway Administration*

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)

Division: Highway Division

Office: Maintenance and Operations

Program Description

The Maintenance and Operations Branch provides expertise, leadership, and support for ODOT's highway maintenance and operations program including policy development and implantation. The branch works with Regions and Districts to provide expertise in all areas of highway maintenance and emergency operations including water quality, timber and vegetation management, issuance of utility and miscellaneous permits, emergency response/management, training, and general maintenance regulations and policies. The Maintenance and Operations Branch directly administers the Sno-Park, Snowmobile, Adopt-a-Highway, and Youth Litter Patrol programs.

Program Records

002 Highway Quality Survey Records

Retain 10 years, destroy

003 Maintenance Leadership Team Records

Retain until superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Conference, Seminar, and Training Program Records

Contracts and Agreements (Rental and Lease Records)

Correspondence

Policy and Procedure Guidelines and Manuals

Policy Development and Planning records

Work Orders (Maintenance Reports)

Facilities/Property Records – OAR 166-300-0020

Asset Inventory Reports (Records)

Building Records

Equipment Maintenance Records

Equipment/Property Disposition Records

Work Orders

Financial Records OAR 166-300-0025

Budget Preparation Records

Information and Records Management Records – OAR 166-300-0030

Filing System Records

Payroll Records – OAR 166-300-0035

Leave Applications

Oregon State Archives
Records retention Schedule

Edition: 7/2019

Personnel Records – Oar 166-300-0040

Affirmative Action Records

Employee Medical Records

Employee Personnel Records

Recruitment and Selection Records

Risk Management – Oar 166-300-0045

Emergency Response Plans and Procedures

Safety Program Records

State Accident Insurance Fund (SAIF) Claim Records

Databases

None

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)

Division: Highway Division

Office: Maintenance and Operations

Program: Clean Water

Program Description

The Clean Water program provides statewide technical support and direction to ODOT maintenance personnel and programs to ensure maintenance projects and efforts do not violate the Federal Clean Water Act. The program is responsible for developing storm water permit applications, load allocations, and conducting site inspections for contamination of water at ODOT sites.

The Clean Water program originated as a result of the 1987 amendments to the Federal Clean Water Act and subsequent requirements by the Oregon Department of Environmental Quality. Included in the Clean Water program is the development of the ODOT component of the Oregon Plan. Governor Kitzhaber directed state agencies in 1995 to develop the Oregon Plan: Salmon Restorative Initiative to provide a comprehensive, statewide program to address the depleted salmon and trout fisheries. ODOT assumed a leading position in developing the Oregon Plan and continues to partner with other state agencies to manage and promote the plans' goals as appropriate.

Program Records

004 Annual Report 1996 – [ongoing], .5 c.f.

Retain permanently, transfer to State Archives after 10 years

005 Deicer Sample Records

Retain 6 years, destroy

006 Emergency Management System for Maintenance Yards Records

Retain until superseded or obsolete, destroy

007 Oregon Plan Quarterly Report

Retain 2 years, destroy

008 Oregon Plan (Salmon Restoration Initiative) Records 1996-[ongoing], 4 c.f.

(a) Retain annual reports and program records permanently, transfer to State Archives 10 years after program sunsets

(b) Retain all other records 5 years, destroy

009 Storm Water Permit Records

Retain 5 years after superseded, revoked, or administrative need ends, destroy

010 Yard Inventory Records

Retain until superseded, destroy

Oregon State Archives

Records retention Schedule

Edition: 7/2019

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Correspondence
Contracts and Agreements (Rental and Lease Records)
Mailing Lists (Contact Lists)
Policy and Procedure Guidelines and Manuals
Staff Meeting Records

Financial Records OAR 166-300-0025

Budget Preparation Records

Payroll Records – OAR 166-300-0035

Leave Applications

Personnel Records – OAR 166-300-0040

Employee Medical Records
Employee Personnel Records
Recruitment and Selection Records

Databases

Culvert
Deicer
Underground Injection Control
Yard Inventory

Oregon State Archives Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Office: Maintenance and Operations
Program: Emergency Response/Management

Program Description

The Emergency Response/Management Program maintains and updates the ODOT Emergency Operations Plan, which outlines procedures directing ODOT's response during emergencies. ODOT's Emergency Operations Plan is designed to protect Oregon's transportation infrastructure in the event of a catastrophic, emergency situation. The program revises the manual annually and whenever training or emergency situations illuminated any needed inclusions or changes. The program originated in response to the 1996 flooding in Oregon. The first comprehensive manual was distributed in 1998. The Emergency response program provides direction and policy to ODOT representatives responsible for coordinating with Oregon Emergency Management during emergencies. The program operates in response to ORS 401.

Program Records

011 Critical Facilities Identification Records

Retain until superseded, destroy

012 Emergency Preparedness Committee Records

Retain 5 years or until the administrative need ends, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Conference, Seminar, Workshop and Training Program Records

Contact Lists (see Mailing Lists)

Correspondence

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Mailing Lists

Financial Records - OAR 166-300-0025

Budget Preparation Records

Payroll Records – OAR 166-300-0035

Leave Applications

Personnel Records – OAR 166-300-0040

Employee Personnel Records

Recruitment and Selection Records

Risk Management Records – OAR 166-300-0045

Emergency Response Plans and Procedures

Databases

None

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Office: Maintenance and Operations
Program: Field Services/Training

Program Description

The Field Service/Training Program provides leadership support statewide for signing and pavement marking. In addition, the program assists in guiding/managing various projects in the Maintenance program. Provides oversight and guidance of training for all maintenance personnel, and provides third party commercial driving licensing. New maintenance personnel undergo a two-week formal training upon hire.

Program Records

013 Third Party Commercial Driving Licensing Records

Retain 10 years after revoked/suspended/superseded or lapsed, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Conference, Seminar, Workshop and Training Program Records

Contact Lists (see Mailing Lists)

Correspondence

Policy and Procedure Guidelines and Manuals

Facilities/Property Records - OAR 166-300-0020

Asset Inventory Reports/Records

Financial Records - OAR 166-300-0025

Budget Preparation Records

Databases

Field Maintenance Operations

Paving/Marking

Signing

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)

Division: Highway Division

Office: Maintenance and Operations

Program: Forest Management

Program Description

The Forest Management program provides technical and professional expertise for ODOT to effectively manage its timber resources; to evaluate and maintain timber along the state's network of highways; evaluate timber and land purchases, sales, exchanges, and damage or trespass settlements; and coordinate ODOT efforts with forest regulatory agencies and other forestry related interest groups per ORS 366.395. The program responds to questions, complaints, and requests for information from the public, identifies locations requiring remedial timber management and supervises the removal and salvage of trees deemed hazardous, and develops and implements emergency corrective plans concerning agency timber resources. In addition, the program is responsible for evaluating ODOT's timber assets, preparing and supervising logging and cleanup contracts, evaluating timber value and volume, and researching and preparing reports and legislation materials.

Program Records

014 Ad Hoc Timber Reports

Retain 10 years, destroy

015 Certificate of Forester

Retain 6 years, destroy

016 Log Load Receipts

Retain 6 years, destroy

017 Liability Claim Records

(a) Retain unfounded claim records 3 years, destroy

(b) Retain claim records 3 years after settlement, destroy

018 Notification of Operations

Retain 6 years, destroy

019 Timber Cruise Summary Sheets

Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Conference, Seminar, Workshop and Training Program Records

Contact Lists (see Mailing Lists)

Correspondence

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Mailing Lists

Oregon State Archives
Records retention Schedule

Edition: 7/2019

Databases

None

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)

Division: Highway Division

Office: Maintenance and Operations

Program: Maintenance Services

Program Description

Maintenance Services Program provides oversight and management of Oregon's Snowmobile, Sno-Park, and Youth Litter Patrol programs as well as general Maintenance policies and procedures. The Snowmobile program provides for the development and maintenance of snowmobile facilities within Oregon. The Sno-Park program provides for the removal of snow from designated winter recreational parking areas. (ODOT's DMV Division is responsible for the sale of Sno-Park permits and the collection of monies.) The Youth Litter Patrol program provides for removal of litter from along state highways. In addition, Maintenance Services maintains records for the All Terrain Vehicle Program, which ODOT managed from 1985 – 1999. After 1999, responsibility for the ATV program was relocated to State Parks and Recreation Department.

Program Records

020 All Terrain Vehicle Program Records

Retain 5 years or until the administrative need ends, destroy

021 Snowmobile Program Records

(a) Retain structure records for life of structure or until the administrative need ends, destroy

(b) Retain all other records 5 years or until the administrative need ends, destroy

022 Sno-Park Program Records

(a) Retain Winter Recreation Advisory Committee records 5 years or until the administrative need ends, destroy

(b) Retain all other records 5 years or until the administrative need ends, destroy

023 Youth Litter Program Records

Retain 5 years or until the administrative need ends, destroy

Oregon State Archives

Records retention Schedule

Edition: 7/2019

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Conference, Seminar, Workshop and Training Program Records

Contact Lists (see Mailing Lists)

Contracts and Agreements

Correspondence

Key Assignment Records

Parking Records

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Mailing Lists

Publication Records

Staff Meeting Records

Facilities/Property Records - OAR 166-300-0020

Building Records

Equipment/Property Disposition Records

Financial Records OAR 166-300-0025

Budget Allotment Records

Budget Preparation Records

Databases

None

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)

Division: Highway Division

Office: Maintenance and Operations

Program: Permits

Program Description

The Permit Program reviews and files utility and miscellaneous permit records. Such encroachment permits allow facilities to occupy or activity to be conducted along state highway rights of way. The program promotes uniformity in issuing utility and miscellaneous permits.

ODOT, as caretaker of Oregon's state highway system, ensures that proposed encroachments are compatible with the primary use of the roadway, the safety of the public and the permit holder is guarded, ODOT's interest in the highway facility is maintained, and that documentation exists of a permit holder's permission to occupy or use highway rights of way.

The permitting process is conducted through District offices. Upon permit issuance, the record copy of permits is transferred to the Maintenance and Operations Branch. The record copy of the permit insurance and bonds are held by the Maintenance and Operations Branch.

Program Records

025 Miscellaneous Operations and Facilities Permit Records

Retain 10 years after superseded or revoked, or administrative need ends, destroy

026 Utility Permit Records

Retain 10 years after superseded or revoked, or administrative need ends, destroy

246 Permit Insurance and Bond Records

(a) Retain insurance records 10 years after work completed or coverage expires, destroy

(b) Retain bond records 3 years after bond is released, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Mailing Lists

Public Records Request Records

Databases Used

Central Highway Approach/Maintenance Permit System (CHAMPS)

UPermits

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)

Division: Highway Division

Office: Maintenance and Operations

Program: Vegetation Management

Program Description

The Vegetation Management program provides direction, planning, and monitoring of landscape maintenance and roadside vegetation management efforts for ODOT. The program researches and evaluates regulations affecting vegetation management and subsequent impacts to maintenance operations in districts and regions. The program recommends corrective actions that promote the maintenance and landscaping of roadside areas in good condition using integrated vegetation management strategies. Daily spray reports are completed by district maintenance personnel and entered into the pesticide use database. District spray crews retain the paper copy of the reports.

Program Records

028 Annual District IVM Plans Records

Retain until superseded or obsolete, destroy

029 Chemical Applicators Licensing/Certification Records

Retain 10 years after superseded, revoked, withdrawn, destroy

030 Customer Complaint Records

Retain 3 years after resolution, destroy

031 Daily Spray Reports

Retain 3 years, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Conference, Seminar, Workshop and Training Program Records

Contact Lists (see Mailing Lists)

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

Databases

Pesticide Use

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)

Division: Highway Division

Office: Project Delivery

Program Description

The Office of Project Delivery is responsible for the effective and efficient development of projects and the delivery of work efforts for highway projects contained in the Statewide Transportation Improvement Plan (STIP). The Office of Project Delivery was developed based upon the needs and recommendations set forth in a review conducted by the Secretary of State Audits Division and a review conducted by the Dye Management Group that identified agency weaknesses concerning the management and tracking of highway project funding. The Oregon Department of Transportation accepted the recommendations of both reviews, which combined with HB 2478. This combined with The Transportation Spending Accountability Act requiring detailed accounting and control of ODOT spending led ODOT to establish the Office of Project Delivery.

The Office of Project Delivery facilitates the delivery of construction projects to the engineering phase; provides specialized project support and services; implements legislative mandates concerning project development; and provides training for project leaders, project managers, and area managers. Three units, Project Delivery, Alternative Delivery, and OTIA III Bridge Delivery comprise the Office of Project Delivery.

The Office of Project Delivery develops agency wide leadership for the project delivery business line and implements the policies and procedures, notices, directives, and resource materials that guide highway project development and delivery by ODOT.

The Project Delivery Unit (PDU) develops and manages information systems that assist with the development of projects. The unit compiles and produces the Highway Construction Plan and Quarterly Status Report as well as reports used to implement and manage OTIA I, II, and III. The PDU ensures organizational effectiveness and leadership by providing customized business processes, programs, training, and services that identify the best operational practices for project leaders, managers, and their staff.

The Alternative Delivery Unit (ADU) provides non-traditional in-house methods of completing design and construction projects. The alternative delivery program out sources the entire design of highway projects and is comprised of two contracting methods. Design-Bid-Build has project design and construction phases awarded to separate firms while Design-Build awards the design and construction of projects to one prime contractor. This is a radical departure from ODOT's traditional method where ODOT did the design phase and contracted out most construction. The ADU maintains and administers On-Call Agreements-to-Agree (ATA's) with consulting firms with full service teams to provide all elements of design for highway projects.

The ADU maintains and administers On-Call ATA's for a variety of Non-A&E services as well as ATA's for specific A&E disciplines in support on in-house projects. All ODOT Regions may use these ATA's.

Oregon State Archives

Records retention Schedule

Edition: 7/2019

ADU conducts of other Department's of Transportation seeking "best" practices primarily relating for A & E services. ADU works to ensure consistent contracting practices within ODOT by developing standardized processes and procedures for contract negotiations, Statement of Work development, contract administration, and consultant performance evaluation. The ADU provides training to agency customers and assists in developing and administering consultant contracts.

The OTIA III Bridge Delivery Unit (OBDU) is responsible for repairing bridge elements of the state highway system. The OBDU exists to execute the legislative mandate of the OTIA III State Bridge Delivery Program. The program provides statewide management of accelerated design and construction of bridge repair and replacement projects critical to the continued functioning of Oregon's state and interstate highway system. ODOT will collaborate with the private sector to develop a strategy to complete OTIA III while maximizing ease of traffic movement, expediting project delivery, and promote involvement of Oregon firms. The OBDU is responsible for integrating bridge replacement and repair projects under its management with the Statewide Transportation Improvement Program (STIP) to ensure highways and interstates remain open and passable during construction.

The OBDU consists of a multi-disciplinary team expert in all aspects of transportation design, development, and construction. The unit provides oversight of technical aspects including bridge design, environmental stewardship and compliance, roadway design, geology, hydrology and construction; consultant contract administration and management including Design-Build and Design Bid Build and other contracting approaches; financial accountability; corporate and external communications outreach including coordination with FHWA, ODOT Regions and Technical Services, local governments, regulatory agencies, and the public; and program/project management.

Program Records

032 Annual Performance Report

Retain 6 years, destroy

033 Oregon Highway Construction Plan

Retain 6 years, destroy

034 Oregon Highway Construction Plan Quarterly Report

Retain 4 years, destroy

035 Project Development Records

(a) Retain all other records 10 years after project completion. destroy

(b) Retain drafts and work notes 1 year after project hand off to engineering/bid letting, destroy

036 Report to the Business Line (Newsletter)

Retain 5 years, destroy

Oregon State Archives

Records retention Schedule

Edition: 7/2019

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Conference, Seminar, and Training Program Records

Correspondence

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Staff Meeting Records

Facilities/Property Records - OAR 166-300-0020

Asset Inventory Reports/Records

Financial Records OAR 166-300-0025

Budget Allotment Records

Budget Preparation Records

Competitive Bid Records

Information Management Records - OAR 166-300-0030

Filing System Records

Payroll Records OAR 166-300-0035

Leave Applications

Personnel Records – OAR 166-300-0040

Employee Medical Records

Employee Personnel Records

Databases

AMS

Project Control System (PCS)

Oregon State Archives
Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Department of Transportation
Division: Highway
Section: Local Program

Program Description

The Local Program section is responsible for providing technical expertise and assistance to ensure local highway projects meet state and federal specifications. The section reviews documentation concerning local projects providing advice and assistance in scoping, initializing, and implementing highway construction project requirements to local road authorities. Local Program Coordinators assist local road authorities through regional offices.

Program Records

None

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Policy and Procedure Guidelines and Manuals (Local Agency Guideline Manual)

Databases

None

Oregon State Archives Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services (TSB)

Program Description

The Technical Services Branch provides expertise in the technical disciplines of roadway infrastructure design, project scoping, and implementation. The primary responsibility of the Technical Services Branch is the creation of highway construction plans. The Technical Services Branch is comprised of eight sections, with seven encompassing the technical fields relevant and necessary to roadway design. The eighth section provides business services to TSB engineering sections. The State Highway Engineer oversees the TSB and ensures adherence to the discipline of engineering while overseeing state highway standards and policies.

Program Records

None

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar, Workshop and Training Program Records
Contact Lists (see Mailing Lists)
Correspondence
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Mailing Lists
Staff Meeting Records

Financial Records - OAR 166-300-0025

Budget Allotment Records
Budget Preparation Records

Information Management Records - OAR 166-300-0030

Filing System Records

Payroll Records - OAR 166-300-0035

Leave Applications

Personnel Records – OAR 166-300-0040

Employee Medical Records
Employee Personnel Records
Recruitment and Selection Records

Databases

None

Oregon State Archives
Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)

Division: Highway Division

Branch: Technical Services

Unit: Access Management

Program Description

The Access Management unit works with ODOT regional and district staff to promote consistent access management throughout Oregon per ORS 374. The Access Management unit works to reduce congestion and accident rates, reduce the need for highway expansion, conserve energy and reduce air pollution.

Program Records

None

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Conference, Seminar, and Training Program Records

Correspondence

Policy and Procedure Guidelines and Manuals

Databases

None

Oregon State Archives Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Unit: Access Management
Program: Approach Road Permits

Program Description

The Access Management Unit is responsible for establishing rules, policies and procedures for permitting road approaches to state highways. The approach road permitting program promotes statewide consistency and uniformity in key areas of the permitting process.

ODOT is required by statute to establish and maintain a recordkeeping system for approach road permits and supporting documentation. The Access Management Unit is responsible for the administration of the central computer database (CHAMPS) that generates and maintains program records and documentation of the permitting process conducted in District offices throughout the state. Permitting records and documents generated by CHAMPS are stored in the database. Copies of signed permits and records generated outside of CHAMPS are scanned or imported into the database by District offices to the fullest extent practicable. Additional electronic and paper records such as notes, correspondence, photographs and other documentation produced during the permitting process are retained in District office files. The Access Management Unit retains paper and electronic files that document the appeals process.

Program Records

024 Approach Road Permit Records

Retain permits, drafts, work notes, correspondence and other supporting documents 10 years after superseded, revoked or end of administrative need, destroy

247 Approach Road Permit Appeals Records

Retain 10 years after final administrative decision, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Correspondence
Mailing Lists
Public Records Request Records

Databases

CHAMPS

**Oregon State Archives
Records retention Schedule**

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Branch Operations

Program Description

The Branch Operations section provides business and administrative support to the sections that comprise the Technical Services Branch. The unit provides and oversees new strategic branch initiatives and provides support for new and existing branch wide systems. Branch initiatives include but are not limited to training strategies, transition planning to ensure smooth transferring of positions and workloads to Region Technical Centers, quality assurance, management of human and material resources, and fiscal management including budgeting and invoice payment.

Program Records

None

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Policy and Procedure Guidelines and Manuals

Financial Records - OAR 166-300-0025

Budget Allocation Records

Budget Preparation Records

Purchasing Records

Databases

TEAMS

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Bridge Engineering

Program Description

The Bridge Engineering section is responsible for all aspects relating to bridge design, construction support, inspection, and maintenance engineering of State highway structures including but not limited to bridges and over crossings, railroad under crossings, sign supports, signal and illumination supports, retaining walls, and sound walls. The Bridge Engineering section provides consultation to all units of ODOT to ensure that systems and structures are constructed, maintained, and rehabilitated to the highest standards. In addition, the section provides cities and counties with structural design and inspection services.

The Bridge Engineering section is comprised of Structural Design Teams, the Bridge Operations Team, and the Preservation Engineering Team. Business management, geotechnical, and hydraulic services are obtained from their respective sections within the Technical Services Branch.

Program Records

- 037 State Bridge Oversight Committee Records 1985 – [ongoing], 2 c.f.**
- (a) Retain minutes permanently, transfer to State Archives after 20 years
 - (b) Retain all other records 20 years, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Mailing Lists

Databases

Bridge Management System (BMS)

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)

Division: Highway Division

Section: Bridge Engineering

Team: Bridge Operations

Program Description

The Bridge Operations team provides technical expertise, direction, and management of bridge resources within the state by providing inspection and maintenance services and technical expertise, establishing load ratings and issuing special permits, and developing the Bridge Management System. The team provides structural design expertise and analysis. In addition, the team provides expertise regarding maintenance issues to ODOT's statewide maintenance program for structures (bridges) administered at the district level. The Bridge Operations team is responsible for assuring Oregon's compliance with the National Bridge Inspection Standards (NBIS).

Program Records

038 Engineering Records

- (a) Retain calculation books, plans, and drawings for life of the structure, destroy
- (b) Retain all other records 5 years after final document produced and verified, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Policy and Procedure Guidelines and Manuals (Bridge Office Practice Manual)

Databases

Bridge Maintenance System (BMS)

Oregon State Archives Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)

Division: Highway Division

Section: Bridge Engineering

Team/Unit: Bridge Operations

Program: Bridge Management System (BMS)

Program Description

The Bridge Management System (BMS) is responsible for gathering, managing, analyzing, and supplying data and summaries of data concerning state highway bridges. BMS uses mathematical models to forecast bridge needs and provides recommendations for action to ensure the optimization of Oregon's bridge infrastructure. BMS is responsible for enabling the research, consideration, and development of alternative policies, programs, and practices to extend the life of Oregon's bridges. BMS houses the ODOT's Bridge Inventory Reports and Bridge Inspection Reports.

Program Records

039 Bridge Engineering Records

- (a) Retain calculation books, plans, inspection records and drawings for life of the structure, destroy
- (b) Retain all other records 5 years after final document produced and verified, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Scheduling Records

Financial Records - OAR 166-300-0025

Budget Allotment Records

Budget Preparation Records

Information Management Records - OAR 166-300-0030

Computer System Program Documentation Records

Databases

Bridge Management System (BMS)

National Bridge Inventory *Maintained by the Federal Highway Administration*

Oregon State Archives Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)

Division: Highway Division

Section: Bridge Engineering

Team/Unit: Bridge Operations

Program: Bridge Inspection

Program Description

The Bridge Inspection program is responsible for coordinating and directing bridge inspections conducted in Oregon. Bridge inspectors conduct onsite inspections on state and local bridge structures. All state bridge structures with a deck of six feet or more in length and local bridges with a deck twenty or more feet in length are regularly inspected.

The Bridge Inspection program provides technical expertise and design regarding the inspection and maintenance of bridges. The team conducts level 1, level 2, and underwater inspections of state and local bridges. Level 1 inspection consists of a visual check of the structure, often from a distance. Level 1 inspections are cursory in nature with the inspector visually checking the structure from a position of easy access. Level 2 inspections are in depth inspections often requiring the inspectors to access hard to reach spots by climbing, rappelling, and using underwater breathing apparatus. Routine inspections occur every 24 months unless structure condition deems greater frequency necessary. Inspections include all elements/components of bridges. Level 2 inspections are performed every 10 years while underwater inspections are conducted every five years or less depending on conditions. All testing conduct by inspectors is non-destructive in nature.

Program Records

040 Bridge Inspection Records

- (a) Retain final inspection report for the life of the structure, destroy
- (b) Retain all other records 5 years after final inspection report issued and verified, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Facilities/Property Records - OAR 166-300-0020

Building Records

Databases

Bridge Management System (BMS)

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Section: Bridge Engineering
Team: Bridge Operations
Program: Load Rating and Permit Review

Program Description

The Load Rating and Permit Review program provides technical expertise, direction, and policy review in establishing the load capacity of Oregon's bridges and reviews permit requests from carriers and haulers to move or transport equipment not meeting size or weight standards per 23 CFR Part 301. The program develops, maintains, and implements policies and procedures for the identification and classification of bridge load ratings. The program produces ODOT's Load Rating Manual. In addition, the program developed ODOT's under capacity bridge resolution process.

The Load Rating and Permit Review program reviews and corrects bridge load rating calculations and assumptions. In addition, the program makes recommendations when appropriate for posting load levels or closure of under capacity bridges to transportation districts through the Office of the State Bridge Engineer. The program consolidates, analyzes, and evaluates information concerning the load carrying capacity of bridges when making decisions on carrying capacities. When needed the program employs contractors to gather data and report their findings to the program which enables the program to make the safest decision concerning carrying capacity.

The program uses the bridge structural engineering program Bridge Rating and Analysis of Structural Systems (BRASS) initially developed by the Wyoming Department of Transportation in 1966. Through the intervening years, BRASS has continually been updated to account for current American Association of State Highway and Transportation Officials (AASHTO) standards and advances in technology and construction methods.

The program reviews applications for permits to operate vehicles or transport loads over state highways requiring special clearance due to exceeding size/weight restrictions.

Program Records

041 Engineering Records

- (a) Retain calculation books, plans, and drawings for life of the structure/facility, destroy
- (b) Retain all other records 5 years after final inspection report issued and verified, destroy

042 Permit Review/Issuance Records

Retain 10 years, destroy

Oregon State Archives
Records retention Schedule

Edition: 7/2019

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Load Rating Manual (see Policy and Procedure Guidelines and Manuals)

Databases

Bridge Rating and Analysis of Structural Systems (BRASS)

Restricted Bridges

State and Local Bridges

Oregon State Archives Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Section: Bridge Engineering
Team: Bridge Operations
Program: Maintenance

Program Description

The Bridge Maintenance program provides technical expertise and advice in developing bridge maintenance strategies by solving technical engineering issues relating to bridge maintenance activities. The program answers questions posed by district maintenance personnel and provides direction for maintenance activities on bridge structures. In addition, the program performs all tunnel inspections.

Program Records

043 Bridge Inspection Records

Retain for the life of the structure, destroy

044 Engineering Records

(a) Retain calculation books and other records for life of the structure, destroy

(b) Retain all other records 5 years after final inspection report issued and verified, destroy

045 Tunnel Inspection Records

Retain for the life of the structure, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Contracts and Agreements

Correspondence

Facilities/Property Records - OAR 166-300-0020

Building Records

Databases

Bridge Management System (BMS)

Oregon State Archives Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Section: Bridge Engineering
Team: Bridge Preservation Engineering

Program Description

The Bridge Preservation Engineering team is responsible for the development of contract plans and specifications for assigned projects; primarily the rehabilitation and cathodic protection of coastal bridges, rehabilitation and upgrade of moveable bridges, and heated bridge deck deicing systems. In addition, the team is responsible for the coating/metallization of steel bridges, fracture mitigation and repair, and the instrumentation and remote communication for seismic and other data collection systems for structures.

Program Records

046 Bridge Inspection Records

Retain for the life of the structure, destroy

047 Engineering Records 1921 – [ongoing], 20 c.f.

- (a) Retain records for historically significant structures permanently, transfer to State Archives 10 years after structure destroyed/removed
- (b) Retain records for all other structures for life of the structure, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Facilities/Property Records - OAR 166-300-0020

Building Records

Databases

Bridge Management System (BMS)

Oregon State Archives Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Section: Bridge Engineering
Team: Bridge Preservation
Program: Covered Bridge

Program Description

The Covered Bridge program, established in 1991 and sunset in 1999, provided funding and technical assistance for the survey, inspection, maintenance and rehabilitation of Oregon's covered bridges as defined by ORS 382. At the program inception there were fifty one-housed bridges in Oregon with 46 meeting eligibility requirements for definition as Covered Bridges. As defined by ORS 382 eligible covered bridges must house a single span load bearing wooden truss bridge open to public access. The program was administered at the region level by the Federal Aid Specialists with oversight and direction provided by the Covered Bridge Advisory Council.

Program Records

048 Covered Bridge Program Records, 1991-1999, 4 c.f.

Retain permanently, transfer to State Archives after 20 years

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Financial Records - OAR 166-300-0025

Grant Records

Databases

None

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Bridge Engineering
Team: Structure Design

Program Description

The Structure Design teams provide geographically focused engineering services, technical expertise, and design services relevant to bridges and bridging issues. The teams provide technical expertise and design on bridge matters, the scoping of bridge projects for development under the Statewide Transportation Improvement Program (STIP), and the development of plans and estimates for STIP and maintenance projects. In addition, the teams review contractor plans and methods and help to resolve issues relating to structural design and materials, provide onsite and classroom training to structural inspectors and hire consultants who augment the services provided by the teams.

Program Records

049 Bridge Engineering Records

Retain built project calculation books, plans, and drawings for 10 years after life of the structure/facility, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Facilities/Property Records - OAR 166-300-0020

Building Records

Databases

Bridge Management System (BMS)

Oregon State Archives Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Section: Bridge Engineering
Team: Structure Design
Program: Bridge Program Coordinator

Program Description

The Bridge Program Coordinator manages the bridge engineering portion of the Statewide Transportation Improvement Program (STIP) for the Bridge Section. The coordinator is responsible for tracking all project costs, work scope, and managing the sections financial plan in addition to representing and developing the Bridge Sections element of the Statewide Transportation Improvement Program.

Program Records

050 STIP Records

Retain drafts, work-notes 4 years after acceptance of final document, destroy
The final STIP is produced and maintained by the Highway Finance Office.

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Correspondence
Scheduling Records

Financial Records - OAR 166-300-0025

Budget Allotment Records
Budget Preparation Records

Databases

Bridge/Time
Drawings
Structures

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Bridge Engineering
Team: Structure Design
Program: Seismic Retrofit

Program Description

The Seismic Retrofit program originated in 1993 as an outgrowth of ODOT's Seismic Committee, which convened in response to the 1989 San Francisco earthquake. Currently the committee focuses its efforts on addressing seismic issues relevant to new construction while the Seismic Retrofit program addresses the seismic needs and issues surrounding existing bridge structures.

In 1997 CH2M Hill presented its report based upon ODOT's, Portland's, and other local bridge owning agencies seismic prioritization and identification efforts. The Prioritization of Oregon Bridges for Seismic Retrofit Final Report and database combined state and local owned bridge information into a single medium for the management and prioritization of bridges needing seismic retrofit work.

The Seismic Retrofit program identifies and prioritizes bridges needing retrofit work and provides a list of suggested projects for inclusion into the Statewide Transportation Improvement Program (STIP). In addition, the program provides technical expertise and information to project managers, stakeholders, and the public at large concerning seismic issues relevant to bridge facilities. The program provides informational updates and reports on the seismic capabilities of Oregon's bridges and prepares reports for government agencies. The Seismic Retrofit program is responsible for developing and maintaining the Lifeline Route information. Lifeline Routes are a series of State Highways deemed essential by ODOT to remain open and passable in the event of an earthquake.

The Bridge Seismic Prioritization Program (BSPP) database identifies and prioritizes bridges in need of seismic retrofitting.

Oregon State Archives Records retention Schedule

Edition: 7/2019

Program Records

- 051 Bridge Seismic Committee, 1993 – [ongoing] 2.5 c.f.**
(a) Retain minutes permanently, transfer to the State Archives after 10 years
(b) Retain all other records 10 years, destroy
- 052 Lifeline Route Records**
Retain until superseded, destroy
- 053 Prioritization of Oregon Bridges for Seismic Retrofit Report**
Retain 20 years after superseded or program sunset, destroy
- 054 Seismic Retrofit Plans**
(a) Retain records of completed retrofits for the life of the structure, destroy
(b) Retain all others 10 years, destroy
- 055 Seismic Retrofit Program Progress Reports**
Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Correspondence
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records

Databases

Bridge Seismic Prioritization Program (BSPP)

Oregon State Archives
Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Construction

Program Description

The Construction section is responsible for providing technical expertise, highway construction assistance, and oversight for contracts and change negotiations, quality assurance, the testing of materials and products, and pavement design relating to highway projects.

Program Records

None

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and scheduling records
Correspondence
Staff Meeting Records

Databases

None

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Construction
Unit: Contract Administration

Program Description

The Contract Administration unit is responsible for ensuring statewide uniformity in the administration of ODOT construction contracts. Once a contract is awarded, the Contract Administration unit provides support and acts as a resource to the ODOT Project Manager administering the construction contract. The Contract Administration unit provides oversight according to ORS 279 and federal highway administration requirements by reviewing, accepting, and maintaining all project documentation which supports contract payments including but not limited to quality and quantity controls, payroll documentation in conjunction with ODOT's Civil Rights unit, oversight of contract change orders, subcontracts, and payment files. The Contract Administration unit is responsible for the resolution process involving contractor claims that escalate beyond the project or region level. This process includes contractors' claims resulting in litigation.

Program Records

056 Contract and Agreement Records

- (a) Retain highway construction contract transitory records including, but not limited to, transmittal letters, unit price and cost data, progress payment estimates, payment vouchers, subcontracts, and contract change orders 20 years after final payment made for state funded projects/federal acceptance of federally funded projects, destroy
- (b) Retain contracts and agreements documenting highway construction 20 years after project completion, destroy
- (c) Retain all other contracts and agreements 6 years after expiration, destroy

Caution: Agencies who enter into contracts with the federal government must ensure their contracts and agreements meet federal requirements specified in the Code of Federal Regulations.

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Contracts and Agreements

Correspondence

Construction Manual (see Policies and Procedures Guidelines and Manuals)

Financial Records - OAR 166-300-0025

Correspondence

Oregon State Archives
Records retention Schedule

Edition: 7/2019

Databases

Claims

Contract Change Order and Revisions

CService

Project Acceptance

RAS Review

Subcontracts

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Construction
Unit: Laboratory Services

Program Description

The Laboratory Services unit is responsible for conducting testing and providing oversight of all materials used by ODOT. The unit consists of a full service laboratory in Salem with satellite operations in Portland and Eugene that gather materials and data for testing in addition to conducting onsite inspections. Laboratory Services tests and approves or denies all materials used by ODOT from adhesives to steel and concrete.

The Salem Laboratory conducts testing on chemical based items including but not limited to paints, coatings, and coverings; soils, aggregates, concrete and physical strength of materials, bituminous (mixed) designs, troubleshooting, and asphalt. The Materials Laboratory provides quality assurance by spot testing materials and ensuring items meet state and federal standards for construction and maintenance. In addition to product testing and site inspections, Materials Laboratory testing services issue field lab certifications, provides dispute resolution concerning materials, conducts laboratory review and oversight, and provides technical expertise concerning testing of materials.

Program Records

057 Hazardous Waste Reports

- (a) Retain annual report 10 years, destroy
- (b) Retain quarterly reports 2 years, destroy

058 Materials Testing Records

Retain 20 years, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Correspondence
Policy and Procedure Guidelines and Manuals

Risk Management Records - OAR 166-300-004

Safety Program Records

Databases

Lab Information Management System (LIMS)
Purchasing Orders

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Construction
Unit: Pavement Services

Program Description

The Pavement Services unit provides technical expertise and design capability for one stop shopping regarding pavement standards and design. The unit furnishes technical expertise in three areas concerning pavement and its use on state highway projects. The pavement design staff develops pavement design specifications for state highways based upon industry standards and materials.

Pavement Services staff review design mix specifications thereby conducting quality assurance by setting standards. The staff is responsible for developing pavement specifications. Pavement field crews conduct sampling and testing of pavement materials already used on projects.

The Pavement Services unit uses the Pavement Management System (PMS) to find cost effective strategies for evaluating and maintaining pavements in serviceable condition. PMS consists of a comprehensive database with current and historic data on pavement condition, the design structure, traffic loads providing a set of tools or methods used to determine current pavement conditions and to project future condition and wear. PMS enables the Pavement Services unit to identify and prioritize pavement preservation projects.

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Program Records

059 Asphalt Materials Specifications

Retain 10 years after superseded, destroy

060 Contractor Mix Design Guidelines

Retain 10 years after superseded, destroy

061 Engineering Records

Retain for the life of the roadway, destroy

062 Final Pavement Design Report

Retain 20 years, destroy

063 Friction Testing Records

(a) Retain notes, workbooks, drafts 2 years after production of final document, destroy

(b) Retain final document 10 years after superseded, destroy

064 Mix Design/Materials Testing Records

Retain 20 years, destroy

065 Pavement Management Analysis Notebooks

Retain 50 years, destroy

066 Pavement Management Report

Retain 10 years, destroy

067 Project Design Records

Retain for the life of the roadway, destroy

068 Statewide Pavements Committee Records

Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Policy and Procedure Guidelines and Manuals

Databases

LIMS

Pavement Management System (PMS)

Mix Design

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Construction
Unit: Quality Assurance

Program Description

The Quality Assurance unit certifies and monitors the laboratories and technicians used by contractors to test for quality control. Only ODOT approved labs and technicians may conduct the routine sampling and analysis of the construction materials with ODOT performing random spot checks and evaluations to assure the accuracy of testing being conducted. Laboratories undergo re-certification annually while technicians are required to undergo certification for each of nine areas/disciplines. Technician certifications are good for three years.

Program Records

069 Certification Advisory Committee Records

Retain 5 years, destroy

070 Laboratory Certification Records

Retain 6 years, destroy

071 Quality Assurance Committee Records

Retain 5 years, destroy

072 Technician Certification Records

Retain 6 years, destroy

073 Test Reports

Retain 20 years after project completion, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Personnel Records - OAR 166-300-0040

Employee Medical Records (Radiation Exposure Records)

Databases

None

Oregon State Archives Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Construction
Unit: Structure Services

Program Description

The Structural Services unit provides technical support to project designers and field personnel by inspecting the elements, product fabrication process, and product materials to ensure all standards are met. The unit produces the Qualified Products List, published twice a year and on the Internet listing all materials pre-approved by ODOT for use on projects. The Structural Services unit provides technical expertise concerning structural materials, bridge construction, and bridge painting.

Program Records

074 Fabrication Inspection and Laboratory Reports

Retain 20 years after project completion, destroy

075 Product Review Committee Records

Retain 5 years, destroy

076 Qualified Products List

(a) Retain accepted product records until product superseded or updated, destroy

(b) Retain rejected product records 5 year after rejected, destroy

(c) Retain qualified products list 10 years, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Scheduling Records

Facilities/Property Records - OAR 166-300-0020

Building Records

Databases

Qualified Products List

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)

Division: Highway Division

Section: Geo-Environmental Services

Program Description

The Geo-Environmental Service section is responsible for ensuring ODOT projects comply with state and federal environmental regulations. Environmental Services is comprised of a team of biologists, wetland specialists, engineers, historians, archeologists, and project managers. Geo-Environmental is responsible for studying and mitigating the effects of transportation projects on natural and cultural resources to preserve and protect Oregon's natural and man-made environments.

Environmental project coordination is critical in the planning of Oregon's transportation programs since transportation related projects present unique and difficult problems concerning natural resources and individual property owners. Geo-Environmental Services is involved in every stage of a project from facilitating the earliest design concept to monitoring post-construction environmental mitigation efforts. This process includes participating on several teams including Project Development Teams, Technical Advisory Committees, Citizen Advisory Committees, and Interdisciplinary Environmental Analysis Teams. In addition, Project Coordinators are often involved with public hearings and the news media. The Project Coordination unit works in cooperation with the Federal Highway Administration ensuring complete, accurate environmental documentation including the preparation of Environmental Assessments and Environmental Impact Statements. During this process, several areas are identified and studied including wetlands, plants and wildlife, water quality and erosion, air quality, cultural resources and archeology, hazardous materials, and socio-economic factors.

Program Records

None

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Policy and Procedure Guidelines and Manuals

Staff Meeting Records

Financial Records – OAR 166-300-0025

Budget Allotment Records

Budget Preparation Records

Payroll Records _ OAR 166-300-0035

Leave Applications

Personnel Records – OAR 166-300-0040

Employee Medical Records

Employee Personnel Records

Recruitment and Selection Records

Oregon State Archives
Records retention Schedule

Edition: 7/2019

Databases

None

Oregon State Archives Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)

Division: Highway Division

Section: Geo-Environmental Services

Program: Collaboration Environmental Transportation Agreement on Streamlining (CETAS)

Program Description

The Collaboration Environmental Transportation Agreement on Streamlining (CETAS) program is responsible for ensuring highway construction project stakeholder agencies, state and federal, agree on environmental issues and concerns relating to highway projects. The program operates under an informal agreement between participants and seeks to secure concurrence on environmental issues, their solutions or mitigation, and to choose a solution to lessen or remove the project impact on the natural and man made environment.

CETAS seeks to eliminate the rejection of ideas and solutions through cooperative planning/problem solving and information sharing thereby reducing or eliminating the rejection of plans and work. The mission is that when all interested parties are involved in finding solutions to environmental issues participate in problem solving the occurrence of rejection will diminish.

The participating agencies include the Environmental Protection Agency, United States Fish and Wildlife Service, Oregon Department of Fish and Wildlife, Division of State Lands, Department of Land Conservation and Development, National Maritime Fisheries, Department of Environmental Quality, State Historic Preservation Office, and The United States Army Corps of Engineers.

Program Records

None

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Databases

None

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)

Division: Highway Division

Section: Geo-Environmental Services

Unit: Environmental Planning

Program Description

The Environmental Planning unit is responsible for providing expertise and oversight in assessing the impact of ODOT projects upon the human environment while seeking to mitigate adverse affects resulting from ODOT projects. The unit is comprised of Engineering and Cultural (Historic & Archaeological) teams.

Members of this unit provide technical expertise, direction, and modeling in the disciplines of air quality, acoustics, and energy use. The unit ensures that proposed projects and existing facilities do not compromise the quality of life for Oregon residents by adversely affecting air quality, sound/noise levels, or energy use. The unit provides documentation and data in support of project impacts and provides direction in the development and employment of measures to avoid or mitigate air, noise, and energy issues.

The Environmental Planning unit identifies and provides technical expertise for the protection of historic and prehistoric sites within ODOT project boundaries per ORS's 97.740, 358.905, 390.23, and the National Historic Preservation Act. The Cultural Resource team provides project and design oversight and direction to ensure compliance with federal regulatory laws governing the protection of historic resources. The team is comprised of two disciplines, Historic/Cultural and Archaeology. The Historic/Cultural Resources staff identifies and evaluates historic resources along highways to determine potential entry into the National Register of Historic Places. Historic resources include but are not limited to everything man-made fifty years or older. The historic resources staff follows the procedures outline in Section 106, which follows the rulemaking of 36 CFR Part 800. Documents include Determinations of Eligibility for the National Register of Historic Places, Findings of Effect, and Memorandums of Agreement for adverse effects, all of which require concurrence from the State Historic Preservation Office (SHPO). In addition, Section 4(f) Evaluations are required for the "use" of National Register Eligible historic resource property, and are prepared according to the Department of Environmental Policy Act with procedures outlined in 23 CFR 771.135. When a National Register Eligible historic resources is located on ODOT right of way and no federal funds are involved, ORS 358.653 coordination with SHPO is required. Historic American Engineering Record and Historic American Building Survey (HAER/HABS) archival photography and documentation are prepared to mitigate for adverse effects to National Register of Historic Places eligible resources. ODOT Archaeologists survey, evaluate, and recover archaeological sites; consult with Federally Recognized Tribal Governments; and document compliance with federal and state statutes governing archaeological records. ODOT contracts with the University of Oregon Museum of Natural History Research Division to provide onsite archaeological services under the direction/oversight of ODOT's staff archeologists.

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Program Records

077 Archeological Project Records

- (a) Retain Historic American Engineering Record/ Historic American Building Survey (HAER/HABS) records permanently, transfer to archives after 50 years
- (b) Retain Section 4(f) Evaluations with FHWA and SHPO concurrence signatures 40 years after project completion, destroy
- (c) Retain ORS 358.653 documents with SHPO concurrence signatures 40 years after project completion, destroy
- (d) Retain Section 106 documents (DOE, FOE and MOA) with SHPO concurrence signatures 40 years after project completion, destroy

078 Categorical Exclusions

Retain 40 years after projection completion/cancellation, destroy

079 Environmental Assessments

- (a) Retain final document 40 years after project completion/cancellation, destroy
- (b) Retain drafts, work notes, correspondence 1 year after producing final document, destroy

080 Environmental Impact Statements

- (a) Retain final document 40 years after project completion/cancellation, destroy
- (b) Retain drafts, work notes, correspondence 1 year after producing final document, destroy

081 Indirect Source Construction Permits

Retain until superseded/revoked/withdrawn, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Scheduling Records

Databases

Acoustical

Cultural

National Bridge Inventory (NBI) *Maintained by the Federal Highway Administration*

National Register of Historic Places

Cultural Tracking

Salmon Mapping

SHPO Statewide Inventory of Historic Places *Maintained by SHPO*

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Section: Geo-Environmental
Unit: Natural Resources

Program Description

The Natural Resources unit is responsible for providing expertise and oversight to assess the impact of ODOT projects upon the natural environment mitigating adverse project site impact. If unable to avoid adverse effects from projects the natural resources team drafts effective mitigation plans that lessen project impacts upon the natural environment.

The Unit encompasses the disciplines of Biology, Erosion Control, Fish Passage, and Wetlands. The Biology Team ensures that ODOT complies with all laws and regulations pertaining to fish, wildlife, and vegetation. Areas of particular focus are species of endangered and threatened salmon and trout found in Oregon's waterways.

The Water Quality/Wetland team evaluates projects to assess their potential impact on water quality. Based upon the teams findings decisions are made concerning the type and level of water quality treatment needed. In addition, the Wetland team assists the Biology team in preparing biological assessments concerning fish species in affected waterways. The Water Quality/Wetlands team is responsible for identifying and delineating wetlands through Biological Assessments, which may be affected by ODOT projects while working with project designers to minimize impact to wetlands. If necessary, mitigation plans are prepared and monitored to offset project impact to wetlands.

Program Records

082 Biological Assessment Records

- (a) Retain built/funded project records 40 years after project monitoring completed, destroy
- (b) Retain rejected/denied project records 5 years, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Correspondence

Databases

Biology
Mitigation Site Monitoring
Oregon Natural Heritage Database (ONHD) Maintained by
Oregon Rivers Information System and Stream Net (ORIS)
Wetlands

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Geo-Environmental
Unit: Asset Management
Program: Statewide Aggregate

Program Description

The Statewide Aggregate program is responsible for coordinating and managing ODOT's aggregate materials stockpiles and supply sites. Aggregate comprise ninety-four percent of all roadways and is a significant item required in large amounts. Oregon has deemed aggregate a protected resource. In addition to managing active aggregate sources, the program is developing a strategy to effectively identify and surplus unproductive or unneeded sites from among the hundreds of sites owned or managed by ODOT. Most mining of aggregate is contracted out by ODOT with the contracts and agreements initiated and negotiated through regional offices.

Program Records

083 Aggregate Source Site Records

Retain 10 years after site sold, destroy

084 Geo/Hydro Aggregate Sub-Committee Records

Retain 5 years, destroy

085 Mining Permit Records

Retain 10 years after site sold, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Contracts and Agreements

Policy Procedure Guidelines and Manuals

Databases

Aggregate Source Information Systems (ASIS)

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Geo-Environmental
Unit: Environmental Planning
Program: Statewide Hazardous Materials Management (Haz-Mat)

Program Description

The Statewide Hazardous Materials (Haz-Mat) Management program provides technical expertise, advice, and assistance in the identification, management, and clean up of hazardous materials, waste, solid waste, and site contamination which impacts the design, construction, right of way acquisition, condemnation, surplusing, and maintenance of highway sites and property adjacent to roadways. The Statewide Hazardous Materials program provides standardization for ODOT's Haz-Mat efforts and related documentation. By creating a standardized program ODOT can provide seamless, regulated, and standardized Haz-Mat response and documentation.

Program personnel, located in the Region Tech Centers, conduct site assessments and remediation of properties ODOT is considering or in the process of purchasing, construction sites involving excavation, properties in the process of being surplused, and previously owned properties with contamination issues/concerns.

Corridor studies are drafted at the start of a project prior to the setting of the roadway or project alignment. During a Corridor Study Plan Level 1, Haz-Mat personnel investigate the history of a site and the potential for the presence of hazardous materials. Once the project is approved and underway hazardous materials personnel conduct a more in depth study, a Level 1 ISA establishing site contamination levels according to DEQ standards and ownership history of the property. Based upon the findings of the Level 1 ISA Corridor Study a Level 2 study may be recommended requiring soil and water samples be checked for contamination to determine site contaminated, the extent of contamination, and the cost of clean up.

Region Tech Center personnel draft special provisions to document site contamination and what must be done to safely deal with the problem. In addition, program personnel generate the supporting documentation and requests for Hazardous Waste Permits submitted to the Department of Environmental Quality.

Whenever a corridor study plan identifies and confirms the existence of underground storage tanks the tanks must be removed regardless of whether they leak or not. According to ORS 466 any underground tank not used for a twelve-month period must be removed. Tank Closure Reports document the closure and clearance of underground tank sites.

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Program Records

- 086 Asbestos and Lead Paint Inspection Reports**
Retain 30 years after the life of structure or surplusing, destroy
- 087 Corridor Studies**
Retain 20 years after project completion, destroy
- 088 Hazardous Waste Permits and Supporting Records**
Retain 20 years, destroy
- 089 Site Assessment Records**
Retain 10 years after site surplused, destroy
- 090 Site Closure/Cleanup Reports**
Retain 10 years after site surplused, destroy
- 091 Special Provision Records**
Retain 20 years after project completion, destroy
- 092 Spill Incident Reports**
Retain 30 years after incident, destroy
- 093 Tank Closure Reports**
Retain 20 years after tank closure verified, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Contracts and Agreements
Correspondence
Scheduling Records

Databases

PCS
HazMat Project
STIP
Transportation Environment Accounting and Management (TEAMS)

Oregon State Archives Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Geo-Environmental
Unit: Asset Management

Program Description

The Asset Management unit provides technical assistance and expertise on matters pertaining to hydraulic forces/action during the planning, scoping, design, construction, and maintenance of highway projects and facilities. The unit addresses issues including but not limited to stream bank stabilization, storm water quality/quantity and the impact hydraulics exerts on roadway design and engineering. The unit ensures compliance with floodplain and other regulations, reviews and ensures the capacity of piped systems, and ensures water quality through erosion/sediment control designs and designs for storm water treatment facilities. The Asset Management unit maintains the central files for hydraulic designs performed in the Region Tech Centers.

Program Records

094 Bridge Scour Program Records

- (a) Retain individual structure records for the life of the structure, destroy
- (b) Retain all other records 10 years after the end of the program or lifting of federal mandate, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Policy and Procedure Guidelines and Manuals

Facilities/Property Records - OAR 166-300-0020

Building Records (Engineering Records)

Databases

None

Oregon State Archives Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Geo-Environmental
Unit: Asset Management
Program: Drafting/GIS

Program Description

The Drafting/GIS program creates the standard engineer drawings for program areas within the Geo-Environmental section. Computer Assisted Design and Drafting (CADD) software's, Micro-Station and Inroads, are used to develop all standard drawings. GIS databases are used for facility inventory and asset management.

Program Records

095 Engineering Drawings 1985 – [ongoing]

- (a) Retain historically significant structures permanently, transfer to State Archives 5 years after the life of the structure
- (b) Retain all other structures 5 years after the life of the structure, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Facilities and Property Records – OAR 166-300-0020

Building Records

Databases

ACCESS

GIS

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Geo-Environmental
Unit: Natural Resources
Program: Erosion Control

Program Description

The Erosion Control program provides technical expertise and assistance to the Region Tech Centers in the development of designs, special provisions, details, cost estimates, and reports meeting state and federal guidelines concerning erosion control in conjunction with highway projects per the Federal Clean Water Act, the Coastal Zone Management Act, ORS 486, and OAR 340. The Erosion Control program is responsible for assisting the Region Tech Centers in creating design solutions to prevent erosion, control sediment and storm water quality, analyze and evaluate technical problems, and develop specification guidelines for erosion prevention and sediment control. The program conducts site evaluations and makes recommendations regarding erosion control. In addition, the program participates in multi-disciplinary teams, consults with roadway and Project Team Leaders, Construction Project Managers, and documents compliance and non-compliance on projects. Furthermore, the program develops and updates training materials on the methods, procedures, and theory of erosion prevention, sediment control, and storm water quality.

Program Records

096 Erosion Control Point of Contact Committee Records

Retain 5 years, destroy

097 Erosion Control Plans

(a) Retain plans relating to structures and facilities for the life of the structure, destroy

(b) Retain all others 20 years after project completion, destroy

098 Site Evaluation Records

Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Conference, Seminar, and Training Program Records

Facilities/Property Records - OAR 166-300-0020

Building Records (Engineering Records)

Databases

None

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Geo-Environmental
Unit: Natural Resources
Program: Fish Passage

Program Description

The Fish Passage program provides technical expertise and design assistance to the Region Tech Centers for design in support of Oregon Salmon Recovery Plan. The Fish Passage program provides design guidance to the Region Tech Centers for fish passage facilities, structures and estimates to rectify through mitigation or replacement impassable culverts and obstructions created by highway facilities allowing spawning salmon access to all streams identified as spawning and habitat areas. The ODOT Fish Passage Program originated in 1997 connecting the salmon recovery efforts of ODOT to federal mandates and Oregon requirements under ORS 509.590.

Program Records

099 Site/Facility Records

- (a) Retain final design/as constructed materials for the life of the structure, destroy
- (b) Retain drafts and work notes 1 year after final design records accepted, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

Facilities/Property Records - OAR 166-300-0020

Engineering Records (see Building Records)

Databases

None

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Geo-Environmental
Unit: Environmental Planning
Program: Roadside Development (Landscape Architect Group)

Program Description

The Roadside Development program works to perfect, restore, enhance, and effectively manage Oregon's highway roadsides. The program assists fitting transportation facilities and structures into the surrounding natural, social, and cultural environments by minimizing and compensating for negative project impacts, and by providing environmental enhancements when and where appropriate in addition to planning ornamental landscaping, per ORS 671.310. The program provides advice/direction concerning statewide roadside development issues. Program personnel provide consultation to ODOT units and personnel involved in landscaping.

The Roadside Development program reacts to the findings of the Environmental Services section identifying project/facility impact upon the natural, social, and cultural environment. Roadside Development responds to Environmental Impact Statements, Environmental Statements, and Categorical Exclusions, which identify the real or potential impacts of all agency projects.

Program Records

None

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Facilities/Property Records - OAR 166-300-0020

Building Records (Engineering Records)

Databases

None

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Geo-Environmental
Unit: Asset Management
Program: Water Quality and Roadway Drainage

Program Description

The Water Quality and Roadway Drainage program provides technical expertise and assistance to the Region Tech Centers for the conveyance/treatment of storm water and the channeling/conveyance of roadway drainage, in accordance with the Federal Clean Water Act, state and federal statues mandating the reduction/removal of pollutants and ODOT Directive PDLT 5. Water quality facilities include swales, ponds, and proprietary structures that allow for the settling of sediments and contaminants that are then piped into appropriate storm drainage facilities. Roadway drainage elements consist of inlets, piping, and outlets designed to convey water in a safe, efficient manner away from roadways thereby eliminating dangerous surface conditions and damage to the roadway resulting from erosion.

Program Records

100 Design Reports

- (a) Retain work notes, drafts, correspondence, etc 1 year after publication of final report, destroy
- (b) Retain final report for life of structure, destroy

101 Drainage Permit Review Records

Retain 10 years after revoking/superseding of permit, destroy

102 Water Quality Committee Records

Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Maintenance Plans (see Policy and Procedure Guidelines and Manuals)

Facilities/Property Records - OAR 166-300-0020

Engineering Records (see Building Records)

Databases

None

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Right of Way

Program Description

The Right of Way section provides technical expertise and oversight concerning real estate and right of way acquisitions for ODOT and other state/local agencies per ORS 366.320. The section is responsible for the appraisal, acquisition, and management of property acquired for highway projects. The section assists with the relocation of persons and businesses displaced resulting from acquiring of rights of way. The section implements Public Law 91-646, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

The section is comprised of Operations, Program Management, and Project Administration. The areas work in support of each other providing the technical expertise necessary to support field agent operations by scoping providing direction and support to right of way field agents who conduct hands on right of way appraisals and acquisition work. The Right of Way manager provides oversight and direction to the section, ODOT staff and its personnel and ODOT in all matters pertaining to right of way issues and may appear before boards, commissions, other State Agencies and committees to provide expertise.

Program Records

None

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling records

Correspondence

Policy and Procedure Guidelines and Manuals

Staff Meeting Records

Facilities/Property Records - OAR 166-300-0020

Asset Inventory Reports/Records

Financial Records - OAR 166-300-0025

Budget Allocation records

Budget Preparation Records

Payroll Records - OAR 166-300-0035

Leave Applications

Personnel Records – OAR 166-300-0040

Employee Personnel Records

Recruitment and Selection Records

Databases

None

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Right of Way
Unit: Operations
Program: Quality Assurance

Program Description

Quality Assurance Reviewers are responsible for conducting quality assurance audits on selected highway projects. The entire land acquisition process is reviewed for compliance with federal and state laws and regulations, as well as for compliance with Department policies and procedures. Audit findings may result in follow-up monitoring, recommendations for process improvement audits and/or recommendations for training.

Program Records

103 Mediation Records

Retain 10 years after settlement reached, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Correspondence
Contracts and Agreements
Scheduling Records

Databases

RAIN
TEAMS

Oregon State Archives
Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Right of Way
Unit: Program Management

Program Description

Program Management is responsible for the following programs non-project property management; consultant contract administration and payment; Right of Way Automated Information Network (RAIN) database support and the Outdoor advertising Sign Program.

Program Records

None

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Correspondence

Databases

None

Oregon State Archives Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Right of Way
Unit: Operations
Sub-Unit: Acquisition-Condemnation, Alternative Dispute and DOJ Liaison

Program Description

The Acquisition-Condemnation unit secures title or access to all property and project sites for the Department of Transportation. The unit researches and secures titles and title insurance, policies, assists in the preparation of deeds, releases, assignments, and waivers pertaining to right of way and access issues. In addition, the unit prepares and processes all condemnation actions to the complaint stage, which is then handed off to DOJ for ruling on eminent domain. The unit ensures the orderly, efficient filing of all materials and acts upon right of way and access acquisition in as expeditious manner possible to enhance project delivery. The Alternative Dispute Coordinator provides mediation services in the event of dispute between ODOT and property owner, in an effort to resolve the situation short of litigation. ODOT's Liaison to the Department of Justice is utilized and negotiation services are provided when and where appropriate.

Program Records

104 Property Acquisition/Condemnation Records

- (a) Retain deeds until property surplus/disposed of, destroy
- (b) Retain all other records 10 years after property acquired, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Policy and Procedure Guidelines and Manuals

Facilities and Property Records – OAR 166-300-0020

Equipment/Property Disposition Records

Databases

RAIN

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Right of Way
Unit: Program Management
Sub-Unit: Appraisal/Relocation, Access Research/Budget, Files Support

Program Description

The Appraisal/Relocation unit provides technical expertise and assistance to right of way personnel by reviewing all appraisals and relocations submitted by right of way agents, contracted services, and property owners.

When ODOT purchases property Right of Way Field Agents/contractors prepare an appraisal of the property to establish its fair market value. The appraisals are forwarded to the Headquarter Operation Appraisal and Relocation Unit. The Appraisal and Relocation unit reviews all property appraisals. If multiple appraisals are submitted for one property, the reviewer is charged with establishing and recording the fair market value. Appraisal reviews are returned with the appraisal to the field offices for Right of Way agents to begin negotiations for sale of the property. ODOT does not negotiate purchase price with property owners. The agency establishes the fair market value and offers said value as payment.

ODOT is required under ORS 281 to provide monetary assistance to residential, business, farm, and nonprofit organizations displaced due to the acquisition of rights of way in support of ODOT projects. Individuals and families displaced by ODOT projects are entitled to compensation to assist in moving personal property to a new, adequate location within 50 miles. ODOT may, upon department approval, agree to pay up to 12 months of storage expenses for personal property in lieu of paying moving expenses.

Displaced companies, farm operations, and nonprofit organizations are eligible for a number of options regarding relocation payment for relocating to within 50 miles of an adequate site, reimbursement for self-move paid at the lower of two commercial rate estimates obtained by ODOT, and the reimbursement for losses directly resulting from relocation and affecting tangible personal property. In addition, ODOT may provide payment for re-establishment purposes by businesses, farm operations, and nonprofit organizations to provide for repairs and improvements, modifications, exterior signing, advertisement of the new location, and two years of estimated cost increases resulting from the move.

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Program Records

105 Appraisal Reviews

Retain 10 years after property acquired, destroy

106 List of Appraisers

Retain until superseded, destroy

107 Protective Rent Records

Retain 10 years after property acquired, destroy

108 Reports

(a) Retain civil rights reports 10 years after property acquired, destroy

(b) Retain annual report to Federal Highway Administration 10 years, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Databases

RAIN

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Right of Way
Unit: Program Management
Program: Property Management

Program Description

The Property Management program provides management of ODOT real property assets per the Oregon Transportation Commission's Resolution 664, Right of Way Section procedures, and ORS's 270.101, 366.395, and OAR 734-035-0050. To achieve the goal of ensuring property provides a monetary return to ODOT the unit surpluses, rents, and leases agency held properties thereby effectively managing properties not needed for highway construction projects. ODOT desires that all excess and surplus properties provide a maximized return to Oregon's Highway Trust Fund. The program manager is ODOT's representative on the State Real Property Task Force, which deals with issues surrounding state owned land assets under the direction of the Department of Administrative Services. Rent Studies and Property Management Appraisals are generated by field agents as part of acquisition/condemnation actions.

Program Records

109 Property Management Appraisals

Retain 10 years, destroy

110 Rent Studies

Retain 10 years, destroy

111 Rental/Lease Records

Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling records

Correspondence

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Rental and Lease Records (see Leases)

Databases

Property Inventory Management (PIM)

Right of Way Accounts Program (RAP)

RAIN

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Right of Way
Unit: Program Management
Program: Railroad and Utilities

Program Description

The Railroad and Utility program is a staff of specialists who coordinate the clearing of the highway right of way of all utilities conflicting with proposed construction. It also acts as liaison between State governments, governmental agencies, and railroad and utilities pertaining to utility and railroad adjustments and/or relocations.

Program Records

112 Railroad Right of Way Records

Retain until superseded or crossing abandoned, destroy

113 Utility Relocation Records

Retain 5 years, destroy

114 Utility Right of Way Records

Retain until superseded or roadway abandoned, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Databases

None

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Right of Way
Team: Engineering

Program Description

The Engineering team provides technical expertise and design in preparing right of way maps and property descriptions used by right of way field agents to accurately locate and identify property required by ODOT for projects. The Engineering team correlates information gathered by surveyors and consultants and creates maps identifying the scope and location of projects and which properties are needed to assure the right of way. The maps provide right of way agents, project managers, designers, and builders with a tool for locating highway projects while illustrating how the roadway will appear on the landscape. In addition, the team creates detailed descriptions of property identified for acquisition by ODOT.

Program Records

115 Abandonment and Retention Records

Retain 10 years after property abandonment completed, destroy

116 Access Management Plan/Strategy Records

Retain 20 years after project completion, destroy

117 Map Index

Retain until superseded, destroy

118 Property Description Records

(a) Retain final/accepted description 10 years after acquisition of property, destroy

(b) Retain work notes, drafts, etc 5 years after completion of final document, destroy

119 Right of Way Maps

Retain until superseded, destroy

120 Survey Approval Maps

Retain permanently

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Scheduling Records

Staff Meeting Records

Databases

AMS

Central Highway Access Permits System (CHAMPS) *Maintained by Transportation Development Division*

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Right of Way
Unit: Program Management
Program: Signs & Outdoor Advertising

Program Description

The Signs and Outdoor Advertising program is responsible for administering the Oregon Motorist Information Act to ensure Oregon complies with an agreement with the Federal Highway Administration regulating outdoor advertising signs. The unit regulates signs by issuing/renewing permits and issuing sign violation notices.

Program Records

121 Permits

- (a) Retain approved/issued permit records until superseded, revoked, or canceled, destroy
- (b) Retain denied/withdrawn permit applications 3 years, destroy
- (c) Retain sign violation notices 3 years, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Correspondence

Databases

None

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Department of Transportation
Division: Highway
Section: Roadway Engineering

Program Description

ODOT's Roadway Engineering section provides technical expertise, design, and assistance in the engineering of roadways. The section is composed of specifications engineering personnel, roadway design crew, the Bicycle & Pedestrian Program, Scenic Byway Program, ODOT's survey unit and the Maps and Plans Center. This section is responsible for Engineering Standards and Standard Drawings and approves all Design Exceptions.

Program Records

122 Design Exceptions

Retain for the life of the structure, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar, Workshop and Training Program Records
Contact Lists (see Mailing Lists)
Correspondence
Policy and Procedure Guidelines and Manuals
Policy Development and Planning Records
Mailing Lists
Staff Meeting Records

Facilities/Property Records - OAR 166-300-0020

Asset Inventory Reports/Records
Rental and Lease Records (see Leases)

Financial Records OAR 166-300-0025

Budget Allotment Records
Budget Preparation Records
Grant Records

Information Management Records - OAR 166-300-0030

Filing System Records

Payroll Records OAR 166-300-0035

Leave Applications

Personnel Records – OAR 166-300-0040

Affirmative Action Records
Employee Medical Records
Employee Personnel Records
Recruitment and Selection Records

Databases

None

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Department of Transportation
Division: Highway
Branch: Technical Services
Section: Roadway Engineering
Team: Engineering Services

Program Description

Engineering Services is the keeper of Roadway Design Drafting Standards. Team members may be assigned roadway design work and are responsible for providing technical expertise to Regional and Consultant delivered projects. Staff use Microsoft Inroads software for the creation of computer generated design files and Microsoft Micro-Station for creating computer assisted drafting files.

Program Records

123 Monthly Project Status Reports

Retain 1 year after project completion, destroy

124 Roadway Design (Project) Plan Records

Retain for the life of the facility/structure, destroy

125 Roadway Design Standards

Retain 10 years after superseded, destroy

126 Traffic Control Design Records

- (a) Retain individual installation records for the life of the installation, destroy
- (b) Retain standards until superseded, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Correspondence
Policy and Procedure Guidelines and Manuals
Scheduling Records

Databases

PCS
Roadway Project Tracking

Oregon State Archives Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Department of Transportation

Division: Highway

Branch: Technical Services

Section: Roadway Engineering

Unit/Team: Specifications, Estimating and Office of Pre-Letting (SEOPL)

Program Description

The SEOPL Team provides technical expertise, training and standards in the disciplines of specifications, construction cost estimating, construction scheduling, and quality assurance for all ODOT.

The Specifications group creates, manages, and updates the ODOT/APWA Specifications for Highway Specifications Manual and special provisions that are used by all providers of project plans and specifications.

The Estimating and Scheduling group provides training and expert consulting in the areas of construction cost estimating and construction scheduling. The group also manages the master bid item list and prepares the final engineers estimate for all projects bidding through the Commissioned Services organization.

The Office of Pre-Letting group manages the overall ODOT QA program and sets the standards for quality assurance and quality control.

Program Records

127 Standardized Construction Element Records

Retain 20 years after superseded, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Correspondence

Facilities/Property Records - OAR 166-300-0020

Building Records

Databases

ATMS

Trns*port software

PCS

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Roadway Engineering
Unit: Engineering Services

Program Description

Engineering Services provides design assistance for Interchanges, Freeways, and State Highways and maintains the State Highway Design Manual and Standard Drawings approves. The unit prepares interchange layout sheets and liaises with Federal Highway Administration concerning modifications to interstate interchanges. The unit assists and reviews planning studies, provides location and design support for roundabouts, and training and design support for the Auto Turn vehicle tracking system. The unit is responsible for maintaining and implementing ODOT's Value Engineering efforts.

Value Engineering ensures that projects remain cost effective while maintaining/improving project capability/function. Value Engineering systematically applies recognized techniques through multi-disciplined teams to identify the value and function of products and services, establishes worth for the function, explores alternatives, and ultimately provides the needed functions at the lowest overall cost.

Program Records

128 FHWA Interchange Modification Requests

Retain for life of structure, destroy

129 Highway Design Manual Records

(a) Retain work notes, drafts, etc. 1 year after final acceptance of update/revision, destroy

(b) Retain final document 20 years after superseded, destroy

130 Interchange Layout Sheets

Retain until revised or demolished

131 Metric Program Records

Retain 20 years after program sunset, destroy

132 Value Engineering Program Records

(a) Retain annual reports 10 years, destroy

(b) Retain all other records 10 years after program sunsets, destroy

133 Value Engineering Studies

(a) Retain work notes, drafts, etc. 1 year after completion of study, destroy

(b) Retain final document 20 years, destroy

Oregon State Archives Records retention Schedule

Edition: 7/2019

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Conference, Seminar, and Training Program Records

Correspondence

Financial Records - OAR 166-300-0025

Budget Allocation Records

Budget Preparation Records

Databases

None

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Roadway Engineering
Unit: Engineering Services
Program: Bicycle/Pedestrian

Program Description

The Bicycle and Pedestrian program provides technical expertise, design, and direction for the Oregon Department of Transportation, cities, and counties in support of bicyclist and pedestrians. ODOT is a multi-modal agency addressing transportation issues relevant to all transportation needs with the Bicycle and Pedestrian program working to expand the use of and reliance upon two forms of alternate transportation.

The program was established as a direct result of ORS 366.514, which called for expenditures by ODOT, local, and county authorities to be spent in “reasonable” amounts for the establishing, maintenance, and upgrading of footpaths and bicycle trails. The Bicycle and Pedestrian program provides competitive grant funding. The program accepts applications from stakeholders in bicycle and pedestrian transportation issues, process the applications, and forwards them to the Oregon Bicycle and Pedestrian Advisory Committee, which make the final award determination.

The Oregon Bicycle Advisory Committee (OBAC) originated in 1973 under ORS 366.112. In 1995, the Oregon Transportation Commission recognized the OBAC’s role in pedestrian issues where upon the committee became the Oregon Bicycle and Pedestrian Advisory Committee (OBAPC). OBAPC is an eight-member committee appointed by the Governor charged with connecting ODOT and the public on issues regarding bicycle and pedestrian transportation. Committee members serve four-year terms with the committee meeting quarterly.

Program Records

134 Annual 1% Bike-Ped Expenditure Reports

Retain 10 years, destroy

135 Customer Complaint Records

Retain 3 years after resolution/last action, destroy

136 Oregon Bicycle and Pedestrian Advisory Committee Records, 1973 – [ongoing] 2 c.f.

(a) Retain minutes permanently, transfer to the State Archives after 10 years

(b) Retain all other records 5 years, destroy

137 Project Records

Retain 10 years after project completion/final acceptance, destroy

138 Performance Measures

Retain 1 year, destroy

Oregon State Archives Records retention Schedule

Edition: 7/2019

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Mailing Lists

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Financial Records - OAR 166-300-0025

Grant Records

Databases

Integrated Transportation Information System (IT IS) *Maintained by the Transportation Development Division*

Oregon State Archives Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Roadway Engineering
Unit: Engineering Services
Programs: Public Lands Highways

Program Description

The Public Lands Highways program, a Federal Highway Administration program, was established in 1930 to provide funding for the improvement of access to and within federal lands and has been renewed with each successive transportation act. While the Federal Highway Administration administers the program, it is ODOT's responsibility to solicit project applications. The Office of the Federal Highway Administrator, Washington D.C. makes the final selections.

Program Records

139 Program Application Records

- (a) Retain accepted applications 5 years after final payment or acceptance, destroy
- (b) Retain rejected applications 3 years, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Financial Records - OAR 166-300-0025

Grant Records

Databases

None

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Roadway Engineering
Unit: Engineering Services
Programs: Forest Highway

Program Description

The Forest Highway Program, per 23 U.S.C. 202, 203, and 204, provides safe and adequate transportation facilities and access to and through National Forest System lands. The U.S. Forest Service provides planning and related transportation assistance and direction to ODOT and Metropolitan Planning Organizations within Oregon for developing transportation plans which account for the need for access to forest service lands.

The Federal Highway Administration provides funding for planning and construction. The bulk of monies provided are awarded through a competitive bid process with the remainder awarded for enhancement purposes. The Tri-Agency Committee, comprised of representatives from the Federal Highway Administration, U.S Forest Service, and the Oregon Department of Transportation, make the final determination concerning awards. The Traffic Management Section manager sits on the Tri-Agency Committee.

Program Records

140 Program Application Records

- (a) Retain accepted applications 5 years after final payment or acceptance, destroy
- (b) Retain rejected applications 3 years, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Financial Records - OAR 166-300-0025

Grant Records

Databases

None

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Roadway Engineering
Unit: Engineering Services
Programs: Transportation Enhancement

Program Description

The Transportation Enhancement program, a Federal Highway Administration program, provides federal highway funds for projects that strengthen the cultural, aesthetic, or environmental value of state highway systems. ODOT is responsible for soliciting and processing applications for submission to the program. Funds are allocated for twelve types of transportation enhancement activities specifically identified in the Transportation Equity Act for the 21st Century (TEA-21). Enhancement funds are available only for special or additional activities not normally required on highway or transportation projects. The funds cannot be used for routine or customary construction, maintenance, or mitigation efforts. The Office of the Federal Highway Administrator, Washington D.C. makes the final selection of program recipients.

Program Records

141 Program Application Records

- (a) Retain accepted applications 5 years after completion of project, destroy
- (b) Retain rejected applications 3 years, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Financial Records - OAR 166-300-0025

Grant Records

Databases

None

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Roadway Engineering
Unit: Engineering Services
Program: Scenic Byways

Program Description

The Scenic Byways program provides expertise, direction, and assistance to local, county, state, and grass roots organizations to identify and establish Scenic Byways and Tour Routes per OAR 734.032, ORS 184.617, and .619. The Scenic Byways program was developed with assistance from the Economic Development Department, Oregon Department of Transportation, Bureau of Land Management, the U.S. Forest Service, Oregon Association of Convention and Visitors Bureaus, League of Oregon Cities, Association of Oregon Counties, Oregon Parks and Recreation, and the American Automobile Association. The program is cross-jurisdictional in nature allowing it to act upon any roadway regardless of the road authority consistent with the Federal Scenic Byways Program.

The Scenic Byways program seeks to create a manageable, cohesive network within Oregon of scenic highway routes, to ensure the preservation and enhancement of elements and qualities significant to creating and defining Scenic Byways and Tour Routes, and to provide attractions for visitors. Two route categories are used in the Scenic Byways program. Scenic Byways are paved roadways at least 30 miles in length, which traverse routes with the greatest, significant elements to both federal and state interests, paved, and is spectacular in nature. Scenic routes may be comprised of any combination of state, local and federal roadways at least 20 miles in length.

Program Records

- 142 Scenic Byways Advisory Committee Records, 1995 – [ongoing] .25 c.f.**
(a) Retain minutes permanently, transfer to the State Archives after 10 years
(b) Retain all other records 5 years, destroy
- 143 Scenic Byways and Tour Route Records, 1995 – [ongoing] 1.5 c.f.**
(a) Retain approved/designated byway and route records permanently, transfer to the State Archives 10 years after program sunsets
(b) Retain denied/incomplete route applications 10 years, destroy
- 144 Scenic Byway Grants**
(a) Retain 10 years after project completion

Oregon State Archives Records retention Schedule

Edition: 7/2019

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Conference, Seminar, and Training Program Records

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

Publication Records

Financial Records - OAR 166-300-0025

Grant Records

Databases

None

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Roadway Engineering
Unit: Geometronics

Program Description

The Geometronics Unit provides the technical expertise needed by ODOT projects regarding land surveying, topography, and terrain modeling. The unit acquires, processes, analyzes and manages geo-referenced spatial data. Geometrics is becoming the internationally recognized term for surveying. The Geometronics Unit is composed of the Survey Operations Group, Photogrammetry Group, Right-of-Way Engineering Group, and the Maps and Plans Center.

Program Records

- 145 Survey Leadership Team Records**
Retain 5 years, destroy
- 146 Survey Records**
Retain permanently
- 147 Survey Technical Advisory Committee Records**
Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals

Facilities/Property Records - OAR 166-300-0020

Asset Inventory Records
Equipment Maintenance Records
Equipment and Property Disposition Records

Financial Records – OAR 166-300-0025

Budget Allocation Records
Budget Preparation records

Payroll Records – OAR 166-300-0035

Leave Applications

Personnel Records – OAR 166-300-0040

Employee Personnel Records
Recruitment and Selection Records

Databases

None

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Department of Transportation
Division: Highway
Branch: Technical Services
Section: Roadway Engineering
Unit: Geometronics
Sub-Program: Maps and Plans Center

Program Description

Established in 1995, the Maps and Plans Center provides a centralized, repository for engineering records created by ODOT's Roadway Engineering Section, Right of Way Engineering Teams, and agency survey records. Documents housed within the center include but are not limited to Contract Plans, As Constructed Plans, Right of Way Maps, and Transit (Survey) Notebooks. Formats include paper, linen, Mylar, and microfilm. The center contains documentation of ODOT highway projects dating from 1919 to the present.

Program Records

None

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Information Management Records - OAR 166-300-0030

Filing System Records

Databases

Roadway Information Access System (RIAS)

Oregon State Archives
Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Department of Transportation
Division: Highway
Branch: Technical Services
Section: Roadway Engineering
Unit: Geometronics
Sub-Program: Right-of-Way Engineering

Program Description

The Right-of-Way Engineering Group produces property management mapping and descriptions, jurisdictional transfer mapping, railroad encroachment mapping, DOJ condemnation exhibits, deed recording, BLM & USFS plats, survey approval plats, standards and practices, quality assurance, and training.

Program Records

148 Right-of-Way Engineering Manual, R/W map files
Retain until superseded, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Information Management Records - OAR 166-300-0030

Filing System Records

Databases

None

**Oregon State Archives
Records retention Schedule**

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Department of Transportation
Division: Highway
Branch: Technical Services
Section: Roadway Engineering
Unit: Geometronics
Sub-Program: Photogrammetry

Program Description

The Photogrammetry Group conducts survey work based upon aerial photography to produce planimetric base maps, mosaics, and 3 dimensional terrain models. In addition, the group produces ortho-rectified mosaic photographic images.

Program Records

149 Survey Records

Retain permanently

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Information Management Records - OAR 166-300-0030

Filing System Records

Databases

Projects

Technical Support

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Department of Transportation
Division: Highway
Branch: Technical Services
Section: Roadway Engineering
Unit: Geometronics
Sub-Program: Survey Operations

Program Description

The Survey Operations Group provides training and technical support to ODOT staff surveyors. In addition, the Group provides Geodetic Control by establishing monuments or control points upon the ground which serve as points of origin for all surveys conducted and is tied to the national system of control points. The Survey Operations Group provides aerial photo control by setting large, visible ground targets, which allows the development of Planimetric Maps and Digital Terrain Models through Photogrammetric methods. This Group also sets standards and polices for the conducting of surveys by ODOT personal and contractors, provides technical expertise, and provides equipment/fleet assets to regional survey crews.

Program Records

150 Geodetic Control Survey Records
Retain permanently

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Information Management Records - OAR 166-300-0030

Filing System Records

Databases

Techdata

Survey Equipment Database

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Traffic Engineering and Operations (TE&O)

Program Description

The Traffic Engineering and Operations Section provides technical expertise and engineering design services to foster safe, efficient, and effective management of traffic upon Oregon's highways. Section units provide scoping, design, implementation, and maintenance of signing, illumination, striping, flow patterns, traffic signals and signs, research, and product testing of traffic control methods and devices.

Program Records

151 Mile Point Log

Retain until superseded

152 Off-State Highway Traffic Engineering Studies

(a) Retain traffic data and construction information permanently

(b) Retain correspondence 10 years, destroy

153 State Highway Traffic Engineering Studies

(a) Retain construction information and traffic data permanently

(b) Retain correspondence 10 years, destroy

154 Traffic Signal Case File Records

Retain until superseded

155 Uniform Traffic Control Records

Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Financial Records - OAR 166-300-0025

Budget Preparation Records

Personnel Records – OAR 166-300-0040

Employee Personnel Records

Databases

None

Oregon State Archives Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Traffic Engineering and Operations (TE&O)
Unit: Intelligent Transportation Systems (ITS)

Program Description

The Intelligent Transportation Systems unit is responsible for planning, designing, specifications, development and implementation of ODOT's Intelligent Transportation Systems including incident management systems, some communication systems, and traveler's information systems (Trip Check).

The ITS unit is responsible for providing design and oversight including but not limited to cameras, weather stations, variable message signs, highway advisory radio broadcasts, automatic vehicle location, weather hazard monitoring, and warning systems. In addition, the unit conducts strategic planning for ITS deployment within Oregon and assists ODOT to identify local partnerships, which would benefit from ITS technologies. The unit researches developing technology, promotes technology partnerships, with the public and private sector, and supports ITS deployment.

Program Records

156 Intelligent Transportation System Program Records (ITS)

- (a) Retain business logo signing request records 10 years, destroy
- (b) Retain program records 5 years after end of program, destroy
- (c) Retain system hardware/software records 1 year after superseded, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

Program Development and Planning Records

Staff Meeting Records

Financial Records - OAR 166-300-0025

Competitive Bid Records

Invoices

Databases

Highway Travel Conditions Information System (HTCIS-RS)

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Traffic Engineering and Operations
Unit: Traffic Standards & Asset Management (TSAM)

Program Description

The Traffic Standards & Asset Management unit provides engineering expertise, custom design, and specifications development for roadway signs, illumination sources, and traffic signals within Oregon. The unit is responsible for creating traffic construction plans pertaining to signs, signals, and illumination. The unit maintains the standards for roadway striping established by the Roadway Engineering section. Unit personnel produce construction plans, specifications, and engineering estimates in the unit's three fields of expertise.

The Sign Design team is responsible for designing all roadway signs including construction zone, economic development, and cultural/historic site signs. In addition, the unit manages the retrofit programs currently underway to bring roadway signs to federal technical specifications.

The Illumination team provides technical expertise and designs all illumination elements used upon Oregon highways including the illumination of signs. In addition, the team designs illumination elements for navigation and aviation needs and provides oversight and review of all work submitted by consultants.

The Traffic Signal team provides engineering expertise and designs for all traffic signals including flashing beacons, drawbridge signals, ramp meters, and miscellaneous installations. In addition, the team develops specifications and maintains drawings for variable message signs, fiber optic signs, and LED signs. The Traffic Design Unit reviews new products relating to roadway signing, illumination, and traffic signals and writes policy/procedure governing ODOT's signs, illumination, and signals on state highways.

Oregon State Archives Records retention Schedule

Edition: 7/2019

Program Records

- 157 Oregon Traffic Control Devices Committee Records**
 - (a) Retain minutes 10 years, destroy
 - (b) Retain all other records 5 years, destroy
- 158 Performance Measure (“Productivity”) Records**
Retain 2 years, destroy
- 159 Project Records**
 - (a) Retain engineering records for life of structure, destroy
 - (b) Retain all other records 10 years after project completion, destroy
- 160 Sign, Signal, Illumination Design Standards Records**
Retain until superseded, destroy
- 161 Sign Plan Cataloging Records**
Retain until superseded, destroy
- 162 Cultural and Historic Signing Request Records**
Retain 10 years, destroy
- 163 Directional and Informational Sign Installation Request Records**
Retain 10 years, destroy
- 164 Tourist Oriented Directional Signing Request Records**
Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Policies and Procedure Guidelines and Manuals (Sign Policy)

Facilities/Property Records - OAR 166-300-0020

Building Records

Databases

None

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Traffic Engineering and Operations
Unit: Traffic Engineering Services (TESU)

Program Description

The Traffic Engineering Services unit provides engineering expertise for two areas, Investigations and Traffic Operations. The Investigations team analyzes highway safety concerns/issues, the maintenance of the Safety Priority Index System (SPIS), and the administration of the Hazard Elimination Program (HEP) and ODOT's Safety Management System (SMS). In addition, the team provides expertise for research studies, legislative issues, crash analysis, access management issues, environmental document reviews, review and approval of traffic engineering delegated authorities, speed monitoring, speed zoning, signal approval, recommendations concerning illumination, new products, and highway litigation/tort liability. The Investigations team provides expertise concerning development and updating of traffic engineering policies and procedures, proposed legislation, and ODOT manuals. The team is responsible for providing input concerning Manual on Uniform Traffic Control Devices including Oregon's supplements, and works with the Oregon Traffic Control Devices Committee to establish statewide traffic control standards.

The Traffic Operations team is responsible for establishing, updating and implementing traffic signal and signal system timing standards and providing engineering expertise in traffic signal operation, vehicle detection systems, traffic signal software and communication development, ramp meter system operations and railroad preemption systems. In addition, the Traffic Operations team provides support for transportation operations research and analysis, High Occupancy Vehicle lane applications, variable message sign operation, signal mounted preemption system design (for emergency and transit vehicles) and work zone capacity analysis. The team provides expertise relevant to traffic operations litigation and the development of policies, procedures, and proposed legislation concerning traffic operations.

Traffic Signal Timing Worksheets are used by staff to calculate and make initial changes to signal timing parameters. Final signal settings are noted on the Traffic Signal Timing Records, which reside within each traffic signal service box, and the signal controller.

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Program Records

165 Delegated Authority Records

Retain 6 years after superseded or expired, destroy

166 Fog Traffic Data Report

Retain 50 years, destroy

167 Hazard Elimination Program Records

(a) Retain orders 5 years after superseded or signal removal, destroy

(b) Retain all other records 10 years, destroy

168 Highway Video Log

Retain current and past previous version, destroy

169 Traffic Control Devices Committee Records

Retain 5 years, destroy

170 Memorial Sign Program Records

(a) Retain sign records for life of sign, destroy

(b) Retain all other records 5 years, destroy

171 Original Plans and Drawings, 1921 – [ongoing] 2 c.f.

(a) Retain historic facility records permanently, transfer to State Archives 20 years after structure life

(b) Retain all other facility records 10 years after life of the facility, destroy

172 Safe Speed on Curves Studies

Retain 50 years, destroy

173 Speed Zone Review Panel Records

Retain 10 years, destroy

175 State Speed Control Board Records

(a) Retain board minutes permanently, transfer to State Archives after 10 years

(b) Retain all other materials until superseded, destroy

241 Traffic Signal Timing Worksheets

Retain 1 year, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Policy and Procedure Guidelines and Manuals

Staff Meeting Records

Databases

Integrated Speed Zone Information System

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Branch: Technical Services
Section: Traffic Engineering and Operations
Unit: Traffic Signals Service (TSSU)

Program Description

The Traffic Signals Services unit provides technical expertise in the care and maintenance of traffic signal devices and technology. The unit conducts signal testing, signal activation, inspections, and maintenance. In addition, the unit is responsible for providing maintenance to the Remote Weather Information Systems (RWIS), the Weigh in Motion Systems (WIM), Automatic Vehicle Identification systems (AVI), and Variable Message Signs (VMS).

The TSSU established and monitors/maintains the minimum maintenance standards for state highway traffic signal devices. Personnel are responsible for repairing and modifying all department maintained traffic signals. The unit maintains the records of all traffic control devices, inspections, maintenance records, environmental testing chamber and turn-on records, shop repair records, and documentation of system up grading.

Program Records

176 Accident Inquiry Records

- (a) Retain founded inquiry records 10 years after resolution, destroy
- (b) Retain unfounded inquiry records 3 years, destroy

240 Traffic Signal Maintenance and Inspection Records

Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Contracts and Agreements
Correspondence

Policy and Procedure Guidelines and Manuals
Work Orders (Maintenance Reports)

Facilities/Property Records - OAR 166-300-0020

Asset Inventory Reports
Equipment Maintenance Records
Equipment/Property Disposition Records

Financial Records OAR 166-300-0025

Invoices (Job Cards)

Payroll Records OAR 166-300-0035

Employee Time Records

Databases

Oregon State Archives
Records retention Schedule

Edition: 7/2019

Traffic Signal Information System (TSIS)

Oregon State Archives Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation
Division: Highway
Program: Oregon Innovative Partnerships (OIPP)

Program Description

The Oregon Innovative Partnership Program is responsible for developing and implementing a system to promote private sector partnership transportation project proposals involving ODOT per ORS 367.812. OIPP is meant to harness “entrepreneurial approaches” to all facets of Oregon’s multi-modal transportation system thereby increasing economy and efficiency while improving work and development flow. OIPP provides an expedited project delivery process. Projects involving any mode or method of transportation will be considered. OIPP is responsible for deal making with the private sector in an effort to simplify and expedite transportation projects. All projects are subject to review and final acceptance/denial by the Oregon Transportation Commission. The program will solicit project bids as well as review unsolicited bid proposals. ODOT will review unsolicited project proposals for feasibility, affordability, and need. All highway projects funded in part or whole with state funds will be included in the STIP. Funding may be provided in whole or part by private sector partners. The State Transportation Enterprise Fund was established as a funding mechanism for projects involving the OIPP.

Program Records

None

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Contracts and agreements

Correspondence

Mailing Lists

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Financial Records - OAR 166-300-0025

Competitive Bid Records

Databases

None

Oregon State Archives Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation
Division: Highway
Program: Road User Fee Task Force (RUFTF)

Program Description

The Road User Fee Task Force, established in 2001, is responsible for developing alternative funding to replace Oregon's reliance upon the gas tax as a funding source per ORS 184.666. Since the 1970's revenue available for state highway projects has gradually declined due to the proliferation of fuel-efficient vehicles. Current funding levels are inadequate to preserve, maintain, or enhance the state highway infrastructure. RUFTF is charged with creating an equitable funding system accounting for the actual use of highways by drivers. The Task Force is charged with oversight of alternative funding pilot projects. ODOT conducted a pilot project in the Eugene area involving drivers and fuel providers. The Task Force carries the power to recommend legislation, ORS 171.130 and .133 notwithstanding, regarding alternative funding sources with the intent to legislate a replacement for Oregon's fuel tax over successive legislative sessions. The Task Force is scheduled to sunset January 2, 2010.

Program Records

177 Eugene Pilot Project Records, 2002-2004 1.5 c.f.

- (a) Retain final report 20 year after program sunsets, destroy
- (b) Retain all other records until program sunsets, destroy

178 Road User Fee Task Force Records, 2001 - [ongoing] 1 c.f.

- (a) Retain minutes, road user fee task force biennial reports to the Legislative Assembly, and agendas permanently, transfer to State Archives 5 years after program sunsets
- (b) Retain all other records 5 years after program sunsets, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Contracts and Agreements
Correspondence
Mailing Lists
Policy Development and Planning Records

Databases

None

Oregon State Archives Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Office: Region

Program Description

Regions are responsible for providing the necessary expertise and oversight essential to planning, project delivery, managing, and the daily operations/maintenance activities required to maintain Oregon's highway system. ODOT regions are responsible for all scoping, implementing, and oversight of highway related programs and projects within the respective region.

Regions provide ODOT with semi-autonomous subdivisions of the Highway Division responsible for implementation of the Divisions mission through onsite/localized engineering, education, and education expertise. In addition to administrative staff, region offices are staffed by personnel representing the Technical Services Branch (TSB). TSB staff provide technical expertise to projects.

Program Records

None

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Policy and Procedure Guidelines and Manuals

Staff Meeting Records

Facilities/Property records – OAR 166-300-0020

Asset Inventory Reports/Records

Building Records

Financial Records – OAR 166-300-0025

Budget Preparation Records

Databases

None

Oregon State Archives Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)

Division: Highway Division

Office: Region

Section: Area Manager

Program Description

Area Managers are responsible for providing oversight and management regarding project selection, development, and construction except in Region 1. In Region 1 project selection is the responsibility of Metro and the Joint Policy Advisory Committee on Transportation (JPACT). Area managers use Project Development Teams and Project Management Offices to manage and drive the preliminary design, engineering, and construction phases of all Statewide Transportation Improvement Plan and Oregon Transportation Improvement Act projects.

Area Managers work with Area Commissions on Transportation (ACT's) representing local and regional transportation interests and concerns. Area Managers provide direction and oversight to Project Managers and Project Leaders and report directly to Region Managers.

Program Records

None

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling records

Correspondence

Databases

Safety Tracker

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Offices: Region
Unit: Preliminary Engineering /Project Development Teams

Program Description

Preliminary Engineering /Project Development Teams, under the direction of Project Leaders, provide technical expertise for ODOT projects from the initial scoping to bid letting stage. Project Development/Preliminary Design Teams are multidiscipline in nature comprised of representatives from the technical disciplines required for a highway construction project design and development. Teams may include personnel from the seven technical disciplines in the Technical Services Branch, Civil Rights, and Highway Finance.

Project Development Teams are led by Project Leaders (PL) responsible for the scope, schedule, and budget of the project. PL's ensure that team members remain focused on task and that efforts are coordinated to successfully complete the design phase. PL's maintain team member accountability, negotiate with resource providers to resolve issues, keep project stakeholders and customers informed of progress, and provide updates to team members.

Program Records

179 Engineering Records

- (a) Retain built project records 10 years after life of structure, destroy
- (b) Retain canceled/withdrawn project records 3 years, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Correspondence

Databases

None

Oregon State Archives Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Offices: Region
Team: Project Management

Program Description

Project Management staff provide technical expertise and management services overseeing the construction phase of all Statewide Transportation Improvement Projects and Oregon Transportation Investment Act projects. Project Management Offices are under the direction of Area Managers. Once a project is ready for bid letting the Project/Preliminary Design Team hands the project off to the Project Management Team/Office. The Project Management Team manages, coordinates, inspects, surveys, ensures quality control, and administers project contracts from bid letting to final acceptance and payment by the agency.

Program Records

180 Highway Construction Contract/Project Management Records

- (a) Retain built project records 20 years after final acceptance, destroy
- (b) Retain canceled/withdrawn project records 6 years, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Contracts and Agreements
Conference, Seminar, and Training Program Records
Correspondence

Databases

Safety Tracker

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Office: Region
Unit: Business Operations

Program Description

Business Operations provides support and customer service to programs, personnel, facilities, and projects within region offices. Business Operations handles each region's mail, payroll, ordering of supplies, the management of computer and telecommunications accounts, manages facilities and the payment of invoices. Business Operations manages and tracks the issuance of keys and assets issued to department personnel. In addition, Business Operations oversees each region's budget process including budget preparation and fund allocation. In addition, Region 1's Business Operations oversees the Community Affairs program and the Safety Office.

Program Records

None

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Key Assignment Records

Scheduling Records

Security Records (Sign In Logs)

Staff Meeting Records

Facilities/Property Records - OAR 166-300-0020

Building Records

Equipment/Property Disposition Records

Work Orders

Financial Records - OAR 166-300-0025

Budget Allocation Records

Budget Preparation Records

Invoices

Payroll Records - OAR 166-300-0035

Employee Payroll Records

Personnel Records - OAR 166-300-0040

Affirmative Action Records

Employee Personnel Records

Recruitment and Selection Records

Oregon State Archives
Records retention Schedule

Edition: 7/2019

Databases

TEAMS

**Oregon State Archives
Records retention Schedule**

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Section: Region Offices
Unit: Business Operations
Program: Community Affairs

Program Description

The Community Affairs program is responsible for ensuring the public's involvement in all aspects of project development in the regions. Community Affairs provides information and knowledge to the public including but not limited to fact sheets, flyers, alerts, telephone contact, community meetings, construction outreach and complaint resolution. Community Affairs is charged with keeping the public informed using a variety of techniques and technologies to ensure public awareness of projects.

Program Records

- 181 Community Meeting Records**
Retain 5 years, destroy
- 182 Customer Complaint Records**
Retain 3 years after resolution, destroy
- 183 24 Hour Hotline Records**
Retain 3 years, destroy
- 184 Public Awareness Campaign Notebooks**
Retain 5 years after project completion, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Correspondence
Contact Lists (see Mailing Lists)
Publication Records

Databases

None

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Office: Region
Unit: Business Operations
Program: Safety Office

Program Description

Region Safety offices provide training to department personnel, guidance, and inspection of sites and facilities to ensure compliance with the Manual of Uniform Traffic Control Devices, OSHA guidelines, Oregon OSHA, and SAIF directives to provide for a safe, healthy, and accident free work environment. Safety Managers provide continuing education and auditing of employee performance. Safety Managers provide direct application of ODOT's Statewide Safety Program within the regions.

Program Records

None

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling records

Correspondence

Conference, Seminar, and Training Program Records

Personnel Records - OAR 166-300-0040

Conference and Workshop Records

Employee Medical records

Risk Management Records - OAR 166-300-0045

Incident Reports

Databases

Safety Tracker

**Oregon State Archives
Records retention Schedule**

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Office: Region
Unit: Maintenance and Operations

Program Description

Maintenance and Operations staff act as intermediaries in Regions 1 and 2 between the Region Managers and the Maintenance Districts. Offices were created to effectively deal with the maintenance aspect of the regions operations due to the Region Mangers' constant involvement and fostering of relationships with local governments. The Maintenance and Operations offices work in close conjunction with the Office of Maintenance to ensure compliance with agency policy and procedure on maintenance actives.

Program Records

None

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Correspondence
Staff Meeting Records

Databases

None

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Office: Region
Section: Maintenance & Operations
Crew: Electrical

Program Description

Electrical Crews are responsible for maintaining and upgrading electrical systems within regions including highway illumination, building and facilities, navigational beacons, and traffic signals. The crews support and maintain the electrical infrastructure necessary to ODOT operations in tunnels, on bridges, the interior/exterior of buildings, and along roadsides. Electricians provide inspection and repair services as dictated by system needs in addition to conducting maintenance, upgrades, and emergency repairs.

Program Records

185 As Built Records

Retain for the life of the structure, destroy

186 Signal Diary Records

Retain for the life of the structure, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Contact Lists (see Mailing Lists)

Staff Meeting records

Facilities/Property Records – OAR 166-300-0020

Equipment/Property Disposition Records

Inspection Records (see Equipment Maintenance Records)

Financial Records – OAR 166-300-0025

Budget Allocation Records

Budget Preparation Records

Billing Records (see Purchasing Records)

SPOTS Records (see Credit Card Records)

Databases

ATC (Payroll)

Agreements

TEAMS

HRDS

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)

Division: Highway Division

Offices: Region

Section: Planning and Development

Program Description

The Planning and Development section is responsible for planning, review, and development of construction projects within ODOT regions. The sections carry out ODOT's statewide planning program and supports the development of the Statewide Transportation Improvement Program and associated projects. Planning and Development is comprised of five program areas responsible for access management; area, corridor, project, and transportation growth management planning; local program coordination; and STIP coordination.

The STIP Coordinators manage the STIP for the regions. The coordinators are responsible for managing the development of the regions' project data for approval and inclusion into the Statewide Transportation Improvement Program.

The Agreements Specialist/Coordinator is responsible for drafting and submitting all construction agreements involving Region projects and programs. Responsible parties submit requests to the coordinator along with the pertinent information and documentation needed to draft an agreement. The Coordinator drafts the agreement, gathers input from involved parties, and submits the document to Salem Headquarters for review, finalizing, and approval. Once approved by Construction Contracts in Salem the coordinator returns the document to participating entities for their signature then returns the document to Salem for final agency signature.

Program Records

188 STIP Records

Retain 4 years after issuance of final document, destroy

The Highway Finance Office holds the record copy of the STIP

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Personnel Records – OAR 166-300-0040

Recruitment and Selection Records

Databases

STIP

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Office: Region
Unit: Planning and Development
Program: Environmental and Major Projects

Program Description

The Environmental and Major Projects program provides technical expertise, planning and project management skills to region-based projects.

Program Records

189 Customer Complaint Records (Noise)

Retain 3 years after resolution, destroy

190 Environmental Assessments

- (a) Retain final document 40 years after project completion/cancellation, destroy
- (b) Retain drafts, work notes, correspondence 1 year after producing final document, destroy

191 Environmental Decision Statements

- (a) Retain final document 40 years after project completion/cancellation, destroy
- (b) Retain drafts, work notes, correspondence 1 year after producing final document, destroy

192 Environmental Impact Statements

- (a) Retain final document 40 years after project completion/cancellation, destroy
- (b) Retain drafts, work notes, correspondence 1 year after producing final document, destroy

193 Historic Columbia River Highway Records, 1913 – [ongoing] 5 c.f.

- (a) Retain historic Columbia river highway committee records permanently, transfer to State Archives after 20 years
- (b) Retain other records permanently, transfer to State Archives after 50 years

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Correspondence

Databases

AMS
TEAMS

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Offices: Region
Section: Planning and Development
Unit: Planning/Land Use

Program Description

The Planning and Land Use unit is responsible for reviewing local road authority plans and ensuring the state highway system is not adversely impacted by development and growth. The unit minimizes the impact to state highways by providing development review, corridor and systems planning, transportation growth management, and miscellaneous (transit) coordination.

Corridor/System Planning is responsible for developing plans to manage and improve the movement of people and goods through corridors. Corridor plans address all transportation modes in the subject area with an emphasis on state facilities. The plans analyze land use, socioeconomic, and environmental issues, identify management solutions, prioritize recommendations and service additions, and fiscally plan according to projected costs. The plans address federal planning requirements.

The Local Government Programs Coordinators are responsible for representing the Federal Highway Administration and the Oregon Department of Transportation with Local Governments and local government highway programs. The coordinators assist local programs to meet all requirements for project planning and application.

In addition, the local program coordinators conduct fund exchanges between local entities and ODOT. ODOT exchanges local federal highway dollars for state highway dollars at \$.94 on the dollar. ODOT, due to the scope and nature of its projects, can place federal dollars to greater effect than local agencies whose projects are often small in scope and nature.

Transportation Growth Management is a joint effort between ODOT (Transportation Development Division) and the Department of Land Conservation and Development integrating transportation planning with statewide land use planning to achieve benchmarks for mobility, air quality, and community design.

Program Records

194 Corridor Planning Records

- (a) Retain approved corridor records until superseded, destroy
- (b) Retain all other records 10 years, destroy

195 Transportation Growth Management Records

- (a) Retain approved/built projects for the life of structure, destroy
- (b) Retain all other records 10 years, destroy

Oregon State Archives
Records retention Schedule

Edition: 7/2019

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling records

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

Staff Meeting Records

Databases

Development Review Log

Oregon State Archives Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Offices: Region
Section: Planning and Development
Program: Program and Funding Services

Program Description

Program and Funding Services provides region-based expertise to assist with the creation and management of the Statewide Transportation Improvement Program and the creation of contracts and agreements. Program and Funding Services is a subset of the Program and Funding Services section headquartered in Salem. Staff monitors the progress of the region to realizing the financial plan outlined in the STIP. The Program manages and implements agreements and contracts but does not negotiate them.

Program Records

196 STIP Records

Retain 4 years after issuance of final document, destroy

The Highway Finance Office holds the record copy of the STIP

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling records
Contracts and Agreements
Correspondence

Databases

PCS

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Divisions: Highway Division
Offices: Region
Team: Region Right of Way Agents

Program Description

Right of Way Agents provide technical expertise and service concerning the appraisal and acquisition of property by ODOT and the relocation of displaced persons and businesses. The Field Agents work from ODOT's five Region Offices and generate the documents and information necessary of the Highway Division to acquire property.

Program Records

197 Certification of Project Records

Retain 10 years after property acquired, destroy

198 Closing Statement Reports

Retain 10 years after property acquired, destroy

199 Fifteen Day Notices for Appraisal

Retain 10 years after property acquired, destroy

200 Final Reports

Retain 10 years after property acquired, destroy

201 General Information Notices

Retain 10 years after property acquired, destroy

202 Obligations for Construction Records

(a) 3300's: Retain 10 years after property acquired, destroy

(b) All other records: Retain 10 years after property acquired, destroy

203 Offer Benefit Letters

Retain 10 years after property acquired, destroy

204 Personnel Report for Interview

Retain 10 years after property acquired, destroy

205 Preliminary Title Reports

Retain 10 years after property acquired, destroy

206 Pre-option Title Report

Retain 10 years after property acquired, destroy

207 Project Estimates

Retain 10 years after property acquired, destroy

208 Property Deeds

Retain 10 years after proper property acquired, destroy

209 Property Management Appraisals

Retain 10 years after property acquired, destroy

210 Recommendations of Condemnation

Retain 10 years after property acquired, destroy

211 Rent Studies

Retain 10 years after property acquired, destroy

212 Relocation Studies

Retain 10 years after property acquired, destroy

Oregon State Archives

Records retention Schedule

Edition: 7/2019

213 Salvage Value Reports

Retain 10 years after property acquired, destroy

214 Statement of Negotiator

Retain 10 years after property acquired, destroy

State Agency General Records Retention Records;

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Conference, Seminar, Workshop and Training Program Records

Contact Lists (see Mailing Lists)

Contracts and Agreements

Correspondence

Key Assignment Records

Parking Records

Policy and Procedure Guidelines and Manuals

Postal Records

Public Records Request Records

Mailing Lists

Publication Records

Staff Meeting Records

Telephone Logs

Databases

Rain

TEAMS

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Offices: Region
Section: Traffic

Program Description

Region Traffic Sections provide technical expertise, advice, and assistance in the planning, design, and management of traffic upon state highway infrastructure and any issues which impact traffic. Region traffic personnel are responsible for the staffing and operation of traffic operations centers and incident response units, conducting traffic investigations and safety analysis, development review, transportation analysis, and access management. In addition, personnel manage the devices used to regulate traffic upon state highways. Traffic Signal Timing Worksheets are used by staff to calculate and make initial changes to signal timing parameters. Final signal settings are noted on the Traffic Signal Timing Records, which reside within each traffic signal service box, and the signal controller.

Program Records

215 Project Records

- (a) Retain completed project records 20 years after completion, destroy
- (b) Retain withdrawn/denied project records 5 years, destroy

216 Traffic Reports

Retain 10 years, destroy

217 Traffic Signal Timing Records

Retain 10 years, destroy

242 Traffic Signal Timing Worksheets

Retain 1 year, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Staff Meeting Records

Financial Records – OAR 166-300-0025

Budget Allocation

Budget Preparation

Databases

ATMS

CHAMPS

Safety Priority Index System

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Office: Region
Section: Traffic
Team: Traffic Analysis

Program Description

The Traffic Analysis team provides technical expertise in traffic analysis for highway planning including local, regional, Statewide Transportation Improvement Plan and other construction projects. Traffic Analysis researches noise, scale, and environmental impacts of traffic, creates and provides traffic related data for project development, and creates configurations relevant to traffic management. Traffic Analysis provides review services for regional Planning and Land Use Unit.

Program Records

218 Ad Hoc Project Records

- (a) Retain built/completed project records 20 years after final acceptance/closure, destroy
- (b) Retain incomplete/withdrawn project records 5 years, destroy

219 STIP Records

Retain 4 years after issuance of final document, destroy

The Highway Finance Office holds the record copy of the STIP

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling records

Correspondence

Databases

None

Oregon State Archives Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Office: Region 1
Section: Traffic
Program: Advanced Traffic Management System (ATMS)

Program Description

The Advanced Traffic Management System (ATMS) is responsible for increasing the safety and efficiency of Oregon's highway transportation system and decreasing congestion using of the latest technologies to monitor, manage, and provide current information to users about the transportation system. ATMS is part of the statewide Intelligent Transportation System (ITS) developed and managed by the ITS unit.

Program Records

220 ATMS System Records

Retain for life of the system, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Conference, Seminar, and Training Program Records
Correspondence
Staff Meeting Records

Personnel Records - OAR 166-300-0040

Employee Medical records

Databases

Advanced Traffic Management System (ATMS)

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)

Division: Highway Division

ODOT Region Offices (Region 1)

Section: Planning and Development

Unit: Plan/Land Use

Program: Development Review

Program Description

The Development Review program is responsible for reviewing and approving recommendations concerning land use changes proposed by local agencies and entities, per OAR 660.

Development review personnel ensure that proposed land use changes would not have a negative impact upon transportation facilities/infrastructure.

Local Agencies notify ODOT of proposed land use changes. Staff gathers information on the impact proposed changes would have and draft ODOT's position on the changes. The review process may lead to arbitration, mediation, or litigation if ODOT's findings and recommendations that affect local agency proposals. The development review process establishes ODOT's stance concerning local development efforts and issues.

Program Records

221 Project Records

- (a) Retain funded/completed project records 20 years after completion of project, destroy
- (b) Retain unfunded/withdrawn projects 3 years, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Databases

CHAMPS

Oregon State Archives Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Office: Region
Section: Traffic
Team: Investigations, Analysis, and Safety

Program Description

The Traffic Investigations, Analysis, and Safety team provides technical expertise regarding traffic safety issues by conducting engineering investigations to ascertain the need for changing traffic control devices to enhance safety. Investigations usually result due to concerns regarding highway safety and may include changes, additions, and deletions of signs, signals, striping, parking restrictions, and speed reductions. In addition, the team provides technical resources for local safety education and law enforcement efforts and provides access to safety grant funding, materials, and training.

Program Records

222 Project Files

- (a) Retain funded/completed project records 20 years after completion of project, destroy
- (b) Retain unfunded/withdrawn projects 3 years, destroy

223 Traffic Reports

Retain 20 years, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Databases

None

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Office: Region
Section: Traffic
Program: Traffic Management Operations Center (TMOC)

Program Description

The Traffic Management and Operations Center monitors and controls traffic operations using Intelligent Transportation Systems technology providing real-time control, communications, monitoring, and updated information of the transportation system. TMOC uses computers, variable message signs, CCTV cameras, and signal systems. TMOC collects, monitors, analyzes, and disseminates information about the Portland Metropolitan transportation network.

Program Records

224 Incident Log Records

Retain 10 years, destroy

225 Quarterly Chairpersons Meeting Records

Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Conference, Seminar, and Training Program Records

Correspondence

Personnel Records - OAR 166-300-0040

Employee Medical Records

Employee Personnel Records

Databases

Safety Tracker

Oregon State Archives Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Office: Region
Section: Traffic
Program: Corridor Management Team (COMET)

Program Description

The COMET program is responsible for directly addressing traffic congestion and delays due to incidents and hazardous of Metro Area Freeways and Highways. In response to unsafe situations and incidents, COMET responders work to keep traffic flowing thereby avoiding or mitigating the potential for dangerous situations. COMET provides pre-planned and coordinated responses to quickly and safely clear incidents and minimize traffic flow disruption.

COMET personnel patrol and respond to incidents and situations in the Portland area on I-5, I-205, I-405, and Highways 217 and 26 to identify and remove hazards including disabled, abandoned vehicles and debris. COMET personnel provide limited but immediate roadside assistance to stranded motorists including tire repair, fuel, jump-starts, and tows. The first priority is the removal of vehicles and materials from traffic lanes. COMET responders assist emergency services personnel at accident scenes including assisting with traffic direction and management.

Program Records

226 Incident Records

Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling records
Correspondence

Databases

None

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Office: Region
Section: Traffic
Program: Striping/Legend

Program Description

The Striping and Legend program is responsible for the inspection, application, and maintenance of all striping and legends used on state highways. Stripes consist of line markings showing the flow of traffic and designating acceptable application, i.e. when and where to pass. Legends are instructional markings placed upon roadways including but not limited to stop lines, text, etc. The program uses a number of durable materials including Thermoplastic and Methylnmethacrylate and non-durable, i.e. paint mediums, which it applies to road surfaces. All additions and deletions to the striping and legends on state highways are approved by the regions traffic engineer. Striping and Legend crews refresh or repaint all items deemed as priority and if possible, all lines within the region. In addition, Striping and Legends conducts product testing and evaluation.

Program Records

227 Legends Condition Reports

Retain 4 years, destroy

228 Product Testing/Evaluation Records

- (a) Retain accepted product records until superseded or obsolete, destroy
- (b) Retain rejected, withdrawn product records 1 year, destroy

229 Striping/Legend Records

Retain 10 years after superseded, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Conference, Seminar, and Training Program Records

Policy and Procedure Guidelines and Manuals

Work Orders

Facilities/Property Records – OAR 166-300-0020

Asset Inventory Reports

Financial Records – OAR 166-300-0025

Purchasing Records

Risk Management Records – OAR 166-300-0045

Safety Meeting Records

Databases

TEAMS

Oregon State Archives
Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)

Division: Highway Division

Office: Region

Section: Facilities

Program Description

SSB Facilities personnel are stationed in the regions to provide facilities support. See Central Services Division, Support Services Branch, and Facilities Section for retention schedule.

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)

Division: Highway Division

Office: Region (Region 1)

Section: Fiscal Services

Program: Financial Coordinator

Program Description

The Financial Coordinator provides technical expertise, research, and information to sections, units, and programs within the region in support of ODOT's mission and the region's role. The Financial Coordinators are part of the Office of Highway Finance and assists by clearing batch errors, analyzing financial materials and providing interoperation and suggestions, interrupts policies and procedures, and providing customized training to personnel concerning financial matters. See Central Services Division, Financial Services Section for Retention Schedule.

Oregon State Archives
Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Office: Region
Program: Human Resource (HR)

Program Description

HR personnel are assigned to support regions by providing expertise, advice, and assistance to personnel and managers concerning all aspects of human resource management and actions. See Central Services Division, Office of Human Resources for retention schedule.

Oregon State Archives
Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)
Division: Highway Division
Office: Region
Program: Public Affairs

Program Description

Public Affairs representatives, assigned from the Communication Divisions Public Affairs unit in Salem, provide regions with a main media contact for the issuing of press releases and agency/media contact. See Communications Division, Public Affairs for retention schedule.

Oregon State Archives
Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Oregon Department of Transportation (ODOT)

Division: Highway Division

Office: Region

Program: Purchasing and Contract Administration (SSB Purchasing)

Program Description

Purchasing and Contract Administration personnel provide technical expertise, advice, and assistance to region personnel to ensure effective, efficient development and delivery of bids and contracts. See Central Services Division, Support Services Branch, Purchasing for retention schedule.

Databases

Purchasing and Contract Management System (PCMS) *Maintained by Contract Administration*

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Department of Transportation

Division: Highway

Office: Region

Unit: District

Program Description

ODOT Districts are responsible for providing day-to-day maintenance activities on the transportation infrastructure within a defined geographic local. The fourteen districts provide technical expertise and hands on maintenance services on roadways, bridges, landscapes, signs, electrical, and miscellaneous facilities and structures. In addition, Districts issue permits granting right of way and access to utilities, citizens, and special use needs.

Program Records

230 Charges Against Others (CAO) Records

Retain 6 years, destroy

231 Chemical Applicators Licensing/Certification Records

Retain 10 years after superseded, revoked or withdrawn, destroy

238 Driver Inspection Reports

Retain 3 months, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling records

Correspondence

Financial Records – OAR 166-300-0025

Budget Preparation Records

Risk Management Records – OAR 166-300-0045

Safety Program Records

Databases

None

Oregon State Archives Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Department of Transportation
Division: Highway
Office: Regions
Unit: Districts
Program: Incident Response

Program Description

ODOT Incident Response crews are part of the Intelligent Transportation System providing roadside assistance to stranded motorists and flexible, rapid response to incidents on Oregon's highways. Incident response seeks to improve safety, air quality, and commerce by reducing traffic delays and pollution. In addition, Incident Response increases ODOT's visibility and fosters goodwill amongst the community by providing rapid roadside assistance to motorists while mitigating the potential hazards of stalled motorists on Oregon's busy highway corridors. Incident Response frees agency maintenance resources from responding to motorist incidents.

Program Records

232 Citizen Complaint Records

Retain 3 years after resolution, destroy

233 Incident Log Records

Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Databases

TOCS

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Department of Transportation
Division: Highway
Office: Regions
Unit: Districts
Crew: Maintenance

Program Description

ODOT District Maintenance Crews provide maintenance and repair services to guardrails, drainage features, winter maintenance including plowing, sanding, and de-icing, maintenance of road surfaces, mowing, fence maintenance, maintenance of ditches and drainages, storm clean up and incident response and clean up. In addition, selected district crews are responsible for providing Snow Park maintenance.

District Landscape Crews are responsible for tree and shrub maintenance, mowing and turf maintenance, the application of herbicides, irrigation repair, fertilization, storm clean up, and the maintenance of rest area buildings and facilities.

District Sign Crews are responsible for the creation and repair of freeway, street, road, and directional signs. As part of their mission, they create custom signs for use on ODOT rights of way.

The Inmate Work program provides cost effective unskilled inmate labor for use on district maintenance projects in response to Inmates to Work mandated by the Legislative Assembly in 1994 under Measure 17. Inmates are required to work a 40-hour workweek. Crews are contracted to ODOT at the rate of \$400 a day for a 10-man crew. The Department of Corrections provides crewmembers, lunches, van, and security while ODOT provides technical expertise, equipment, and direction for work projects.

District Bridge Maintenance Crews are responsible for the maintenance and repair of state highway bridges including structural repair of wood/steel/concrete bridge elements, maintenance and cleaning, and painting. In addition, the crews are responsible for the repair and maintenance of all culverts six feet or more in diameter. Regional Bridge Inspectors and District Bridge Crews identify and prioritize maintenance and repair work needed on bridges and culverts. Bridge Maintenance personnel conduct repair and maintenance operations on structures and facilities. In addition, Bridge Maintenance personnel provide technical expertise and sustenance to identify bridge and culvert projects for inclusion in the Statewide Transportation Improvement Program (STIP). The District Bridge Maintenance Crews provide input to Project Leaders to assist in developing highway projects.

District Maintenance is responsible for using/managing the ODOT Youth Litter Patrol resources under the Office of Highway Maintenance.

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Program Records

234 Daily Diaries

Retain 5 years, destroy

237 Sanding and Deicing Logs

Retain 3 years, destroy

235 Working Lists Bridge

Retain until superseded, destroy

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling records

Contracts and Agreements

Correspondence

Facilities/Property Records - OAR 166-300-0020

Building Records

Equipment Maintenance Records

Facility Work Orders

Materials Stockpile Records (see Equipment/Property Disposition Records)

Financial Records - OAR 166-300-0025

Budget Allocation Records

Budget Preparation Records

Credit Card Records

Purchase Orders

Personnel Records - OAR 166-300-0040

Employee Medical Records

Employee Personnel Records

Risk Management Records - OAR 166-300-0045

Safety Records

Databases

None

Oregon State Archives

Records retention Schedule

Edition: 7/2019

Organizational Placement

Schedule Number: 2006-0001

Agency: Department of Transportation
Division: Highway
Office: Regions
Unit: Districts
Program: Encroachment Permits

Program Description

The Encroachment Permit program is responsible for reviewing applications for and issuing approach road, utility, and miscellaneous permits allowing facilities to occupy or activity to be conducted (encroachment) along state highway rights of way.

ODOT, as caretaker of Oregon's highway system, ensures that encroachments are performed in a manner compatible with the primary use of the roadway; that the safety of the public and the permit holder is guarded; that applicable laws and rules are observed; and that records are kept that document the permit holder's right to occupy or use highway right of way.

Upon issuance of an encroachment permit, the record copy of the utility or miscellaneous permit is transferred to the Maintenance and Operations Branch. The record copy of insurance and proof of bond are also held by the Maintenance and Operations Branch. The record copy of the approach road permit is transferred to the Access Management Unit. Related files including notes, correspondence, photographs and other documentation produced during the permitting process are retained at ODOT District Offices throughout the state.

Program Records

236 Permit Records

- (a) Retain Approach Road Permit drafts, work notes, correspondence and other supporting documentation 10 years after superseded, revoked or end of administrative need, destroy
- (b) Retain all other permit drafts, work notes, correspondence and other supporting documentation 1 year after superseded, revoked or end of administrative need, destroy

Issued permit record copies are held by the Maintenance & Operations Branch or the Access Management Unit as described above.

State Agency General Records Retention Schedule Records

Records include but are not limited to;

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Mailing Lists
Correspondence
Public Records Disclosure Request Records

Databases

CHAMPS
UPermits

Oregon State Archives
Records retention Schedule

Edition: 7/2019