

**Department of Transportation, Technical Services Division**

Records Retention Schedule 2008-0001

Effective Date: 09/2008

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# OREGON STATE ARCHIVES

## Records Retention Schedule

Edition: 09/2008

Expires: 09/2013

### *Organizational Placement*

**Schedule Number: 2008-0001**

**Agency:** Oregon Department of Transportation

**Division:** Transportation Development (TDD)

**Section:** Administrative Support Services

### *Program Description*

The Transportation Development Division is responsible for providing planning, analysis and research services and technical assistance to agency staff, management and interested stakeholders in planning, developing and implementing Oregon's transportation infrastructure. TDD staff research, produce and maintain the Oregon Transportation Plan, Oregon Highway Plan and supports the regions in the development of plans for specific highway corridors. Division staff develop and maintain data and information resources used by agency staff with a targeted focus of meeting the reporting responsibilities to the Federal Highway Administration. Other informational responsibilities include but are not limited to Geospatial Information Services. The Division is comprised of the Administrative Support, Asset Management Integration, Freight Mobility, Planning and Data Sections.

Administrative Support Services staff provide support to the various sections of TDD. Staff provide technical expertise and support including clerical and support duties, processing of vendor payments and payroll administration. Staff provide financial management/budgeting services for TDD. In addition section staff support building operations, security safety and maintenance activities.

### *Program Record*

#### **001 Website Records**

Retain until superseded or obsolete, destroy

### *State Agency General Records Retention Schedule Records*

*Includes but is not limited to*

#### **Administrative Records (OAR 166-300-0015)**

Budget Allocation Records

Budget Preparation Records

Business Plan Records

Calendar and Scheduling Records

Correspondence

Employee Personnel Records

#### **Financial Records (OAR 166-300-0025)**

Legislative Tracking Records (Legislative Testimony)

#### **Personnel Records (OAR 166-300-0040)**

Policy Development and Planning Records (Strategic Planning)

Recruitment and Selection Records

Staff Meeting Records (Management Team Meeting Records)

OREGON STATE ARCHIVES  
**Records Retention Schedule**

**Edition: 09/2008**

**Expires: 09/2013**

*Databases*

TEAMS

# OREGON STATE ARCHIVES

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Edition: 09/2008

Expires: 09/2013

### *Organizational Placement*

**Schedule Number: 2008-0001**

**Agency:** Oregon Department of Transportation

**Division:** Transportation Development (TDD)

**Section:** Freight Mobility

### *Program Description*

The Freight Mobility Section is responsible for ensuring the Oregon Department of Transportation and the State consider the movement of goods and services by systems users when conducting transportation infrastructure system planning. The Section, formally established in 2005, centralized mobility planning which had previously been the responsibility of the ODOT Regions. Freight Mobility staff review Statewide Transportation Improvement Projects (STIP) for negative impact on freight mobility. Staff input and research on STIP projects is forwarded to the Oregon Freight Advisory Committee (OFAC) which makes recommendations to the Oregon Transportation Commission on freight mobility issues.

The Oregon Freight Advisory Committee (OFAC), established in 1998 by ODOT's Director, was formalized in 2001 under House Bill 3364 (ORS 366.212). The Committee advises the Director of Transportation and Oregon Transportation Commission on issues, policies and programs impacting freight mobility in Oregon. The OFAC was authorized to prioritize 100 million dollars in OTIA III funded freight mobility projects.

The Section administers the Connect Oregon program and applications to the point of approval by the OTC. Connect Oregon is a lottery-based initiative to invest in infrastructure for air, rail, and marine mobility. Approved projects are forwarded to the ODOT Local Government Section which has responsibility for administering the Connect Oregon grant funds. In 2007 the Legislative Assembly approved Connect Oregon II providing funding to improve the flow of commerce.

The Section is responsible for researching and developing the Freight Mobility Plan. The Freight Mobility Plan, once finalized and adopted, will be an integral part of the State Transportation Plan establishing and implementing mobility standards for systems users throughout Oregon. The Freight Mobility Plan will impact numerous modals within the transportation infrastructure including air, rail and marine.

The Freight Mobility Section partners with various stakeholders including the Department of Aviation, Economic and Community Development, ODOT's Rail and Motor Carrier Divisions, Metropolitan Planning Organizations, and Area Commissions on Transportation and the Oregon Freight Advisory Committee.

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*Program Records*

**002 Commodity Flow Measure Records**

Retain until superseded or obsolete or obsolete, destroy

**003 Freight Mobility Plan Records, 2003 – [ongoing] .5 c.f.**

(a) Retain final, accepted plan and amendments permanently, transfer to State Archives  
10 years after superseded or obsolete

(b) Retain drafts, work notes, etc. 5 years after plan superseded or obsolete, destroy

**004 Oregon Freight Advisory Committee Records, 1998 – [ongoing] .5 c.f.**

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

(b) Retain all other records 10 years, destroy

*State Agency General Records Retention Schedule Records*

*Includes but is not limited to*

**Administrative Records (OAR 166-300-0015)**

Budget Preparation Records

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

**Financial Records (OAR 166-300-0025)**

Grant Records (Connect Oregon)

Policy & Procedure Guidelines and Manuals

Policy Development & Planning Records

*Databases*

None

OREGON STATE ARCHIVES  
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***Organizational Placement***

**Schedule Number: 2008-0001**

**Agency:** Oregon Department of Transportation

**Division:** Transportation Development

**Section:** Transportation Data

***Program Description***

The Transportation Data Section provides information necessary to develop and support important decisions throughout the Department, other state and federal agencies, legislature, and in cities and counties throughout the state. The program influences decisions made within the Department, in numerous cities and counties, and in the Legislature. The section develops and administers programs affecting ODOT's funding and networks for ODOT such as the Federal Functional Class System, the National Highway System, the State Planning and Research Program (SPR) funding and the Metropolitan Planning Organization (MPO) Transportation Planning fund.

***Program Records***

None

***State Agency General Records Retention Schedule Records***

*Includes but is not limited to*

**Administrative Records (OAR 166-300-0015)**

Budget Preparation Records

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

**Financial Records (OAR 166-300-0025)**

Grant Records

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

***Databases***

None

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***Organizational Placement***

**Schedule Number: 2008-0001**

**Agency:** Oregon Department of Transportation  
**Division:** Transportation Development  
**Section:** Transportation Data  
**Unit:** TDD/Rail/Transit Automation

***Program Description***

The TDD/Rail/Transit Automation Unit is responsible for researching, identifying and recommending adoption or purchase of business and technology based systems supporting the business needs and processes of ODOT's TDD, Rail and Public Transportation Divisions. The Automation unit maintains the inventory of computers and information technology in the Mill Creek Office building including information on assets ordered, maintenance and their disposal. In addition, the unit maintains service contracts for the repair and maintenance of equipment.

***Program Records***

None

***State Agency General Records Retention Schedule Records***

*Includes but is not limited to*

**Administrative Records (OAR 166-300-0015)**

Asset Inventory Records  
Calendar and Scheduling Records  
Contracts and Agreements  
Correspondence  
Equipment Maintenance Records  
Equipment/Property Disposition Records

**Facilities/Property Records (OAR 166-300-0020)**

Work Orders

***Databases***

TDD AUTOMATION DATABASE

# OREGON STATE ARCHIVES

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### *Organizational Placement*

**Schedule Number: 2008-0001**

**Agency:** Oregon Department of Transportation  
**Division:** Transportation Development  
**Section:** Transportation Data  
**Unit:** Crash Analysis and Reporting (CAR)

### *Program Description*

The Crash Analysis and Reporting (CAR) Unit is responsible for traffic data for safety and enforcement programs at all levels of government in the form of published reports, Internet /Intranet summary and query data and tabular reports tailored to customer requirements. The CAR Unit accomplishes this by collecting, managing and reporting statewide vehicle crash data and reports to ODOT managers and staff, the Federal Highway Administration, the Legislative Assembly and interested stakeholders. Vehicle crash information includes crashes occurring on city streets, county roads and state highways and interstates. The unit is responsible for entering Oregon's fatal crash data into the Fatality Analysis Reporting System (FARS), a comprehensive federal database with information on fatal crashes entered by each state. Additionally, CAR has responsibility for collecting, managing and reporting the crash data for motor carriers, a responsibility formerly under the Motor Carrier Transportation Division.

Information on crashes is retrieved from crash reports sent to the CAR Unit daily by the Driver and Motor Vehicle Division (DMV). Once the information is coded into the database the Crash Reports are returned to DMV.

In 2002 the Crash Data System (CDS) a relational database, was developed as the tool and repository for information gathered and used by CAR. Historical crash data, 1985 - 2001 was converted from a flat file to conform to the new data format. TransViewer, an Intranet application, is a portal enabling the running of limited reports and queries by ODOT staff. Publications are available from the Internet.

### *Program Records*

**005 Annual Location Lists**

Retain 10 years, destroy

**006 Annual Oregon Traffic Crash Summary Publications**

Retain 150 years, destroy

**007 Annual State Highway Crash Rate Tables Publications**

Retain 150 years, destroy

**008 State Highway Motor Carrier Crash Publications and Reports**

(a) Retain Annual State Highway Motor Carrier Crash Rate Tables 150 years, destroy

(b) Retain Truck Accident Reports 6 years, destroy

**009 Custom Project Publications/Records**

(a) Retain project with significant/historic impact for 150 years, destroy

(b) Retain all others 5 years, destroy



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- 010 Crash Injury Severity Reports**  
Retain 10 years, destroy
- 011 Fatal Crash Report File Reports**  
Retain 12 years, destroy
- 012 Priority/Directional Lists**  
Retain 5 years after superseded or obsolete, destroy
- 013 Monthly Summary Reports**  
Retain 10 years, destroy
- 014 Summary by City Reports**  
Retain 10 years, destroy
- 015 Summary by County Reports**  
Retain 10 years, destroy
- 016 Summary by Urban/Rural Reports**  
Retain 10 years, destroy

***State Agency General Records Retention Schedule Records***

*Includes but is not limited to*

**Administrative Records (OAR 166-300-0015)**

Budget Preparation Records  
Calendar and Scheduling Records  
Correspondence

**Financial Records (OAR 166-300-0025)**

Policy and Procedure Guidelines and Manuals (ODOT Crash Analysis & Code Manual)  
Publication Preparation Records

***Databases***

CRASH DATA SYSTEM

FARS: Database is the responsibility of federal government

SAFETYNET: Database is the responsibility of federal government

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### *Organizational Placement*

**Schedule Number: 2008-0001**

**Agency:** Oregon Department of Transportation  
**Division:** Transportation Development  
**Section:** Transportation Data  
**Unit:** Geographic Information Services (GIS)

### *Program Description*

The Geographic Information Services (GIS) Unit is responsible for the gathering of GIS data and generating GIS products including the preparation of Oregon Transportation Map Bases and Enlargement Area Maps, the production of Oregon Official Highway Maps, the creation of Restricted Activity Zone (RAZ) and Resource Maps (RES), and custom mapping and data products per request. The GIS Unit developed, uses and supports the Environmental Data Management System (EDMS); uses the Web TransGIS mapping and spatial analysis application, provides access to Digital Video Log provided by the Road Inventory and Classification Unit, is conducting the Salmon Resource and Sensitive Area Mapping (SR-SAM) project as part of the Salmon Recovery Initiative and supports EnviroView.

The GIS Unit is responsible for producing standard urban and rural transportation maps, maintaining ODOT's GIS system, collecting and providing spatial data and products produced by the unit. The unit provides analysis of GIS data, manages GIS applications to analyze data, provides GIS data development and maintenance and provides GIS training and custom map products upon request.

### *Program Records*

#### **017 Ad Hoc/By Request Mapping Products**

Retain 5 years after superseded or obsolete, destroy

#### **018 Custom Project Publications/Records**

(a) Retain project with significant/historic impact for 150 years, destroy

(b) Retain all others 3 years, destroy

#### **019 GIS Software Records**

Retain 5 years after superseded or obsolete, destroy

#### **020 Maps**

Retain maps for 150 years, destroy

#### **021 ODOT GIS Implementation Plan**

(a) Retain final, accepted plan and amendments for 150 years, destroy

(b) Retain drafts, work notes, etc. 1 year after final plan and amendments accepted, destroy

#### **022 ODOT GIS Steering Committee Records**

Retain 10 years, destroy

#### **023 ODOT GIS Strategic Plan**

(a) Retain final, accepted plan and amendment for 150 years, destroy

(b) Retain drafts, work notes, etc. 1 year after final plan and amendments accepted, destroy

#### **024 Project Records**

Retain 10 years, destroy

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**025 Web TransGIS Records**

Retain system records 1 year after life of system, destroy

***State Agency General Records Retention Schedule Records***

*Includes but is not limited to*

**Administrative Records (OAR 166-300-0015)**

Budget Preparation Records

Calendar and Scheduling Records

Computer System Program Documentation

Correspondence

**Financial Records (OAR 166-300-0025)**

**Information and Records Management Records (OAR 166-300-0030)**

Information System Planning and Development Records

Software Management Records

***Databases***

CAD, GIS, SCANNED DOCUMENTS

GIS PROJECT TRACKING

GIS SOFTWARE LICENSE TRACKING

OR-TRANS

HGIS

SMMS METADATA

Web TransGIS

# OREGON STATE ARCHIVES

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### *Organizational Placement*

**Schedule Number: 2008-0001**

**Agency:** Oregon Department of Transportation (ODOT)  
**Division:** Transportation Development  
**Section:** Transportation Data  
**Unit:** Geographic Information Services  
**Program:** Environmental Data Management System (EDMS)

### *Program Description*

The EDMS program was developed to address ODOT's need to avoid or lessen its impact upon the cultural, historical, and natural environmental resources of Oregon. ODOT initiated the program as the Salmon Resource and Sensitive Area Mapping (SR-SAM) project in response to the listing of native salmon species as threatened/endangered in an effort to avoid negative impacts upon the species. The EDMS program fosters the ability of maintenance crews to make rapid, informed decisions concerning what activities are allowed along Oregon highways. The program is mapping every mile of highway within Oregon and providing a detailed inventory of environmental factors.

Using contracted services to scope the terrain and aerial photography, the program identifies and classifies the environment along state highways. The program identifies dominant cover type, tributaries, riparian management areas, wetlands, the presence and activities of salmon species, sensitive resource areas, and existing or potential slide areas.

Based upon the information gathered, each mile of state highway is mapped in a basic map text and straight-line format noting facilities and terrain features including but not limited to roads, bridges, and tributaries. Parallel to the straight-line map is a set of color-coded bars, which denote the potential impact upon man-made and natural environments by maintenance activities and what, if any, limitations are placed upon maintenance activities. The map provides an effective, accurate tool identifying approved/restricted maintenance activities along state highways.

### *Program Records*

#### **026 Ad Hoc/By Request Mapping Products**

Retain maps and legends 5 years after superseded or obsolete, destroy

#### **027 Custom EDMS Project Publications**

(a) Retain project with significant/historic impact for 150 years, destroy

(b) Retain all others 3 years, destroy

#### **028 Custom Project Publications/Records**

(a) Retain project with significant/historic impact for 150 years, destroy

(b) Retain all others 3 years, destroy

#### **029 EDMS Desktop Application Records**

Retain source code, project documentation and system records 3 years after life of the system, destroy

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**030 EDMS Field Data Collection Application Records**

Retain source code, project documentation and system records 3 years after life of the system, destroy

**031 EDMS Web Applications**

Retain source code, project documentation and system records 3 years after life of the system, destroy

**032 Salmon Resource and Sensitive Area Mapping (SR-SAM) Records**

(a) Retain final maps and legends for 150 years, destroy

(b) Retain negotiation documentation/records for 150 years, destroy

(c) Retain work notes, drafts, etc. 10 years after production of final maps and legends, destroy

(d) Retain all other records 10 year after end of project, destroy

***State Agency General Records Retention Schedule Records***

*Includes but is not limited to*

**Administrative Records (OAR 166-300-0015)**

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

***Databases***

Environmental Data Management System (EDMS)

# OREGON STATE ARCHIVES

## Records Retention Schedule

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### **Organizational Placement**

**Schedule Number: 2008-0001**

**Agency:** Oregon Department of Transportation

**Division:** Transportation Development

**Section:** Transportation Data

**Program:** Asset Management/Oregon Transportation Management System (AM/OTMS)

### **Program Description:**

Asset Management/Oregon Transportation Management System (AM/OTMS) is designed to create a seamless integration of data, analysis and analysis tools for decision makers and planners to use in prioritizing Oregon's transportation needs. AM/OTMS coordinates ODOT's current management systems. They are the Integrated Transportation Information System (ITIS), Bridge Management System (BMS), Congestion Management Systems (CMS), Freight & Intermodal Management System (FIMS), Pavement Management System (PMS), Safety Management System (SMS), and Traffic Systems Monitoring (TSM). Through AM/OTMS the Department of Transportation is working to optimize agency asset management functions. ODOT's development of management systems was in response to the federal Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991. Funding for AM/OTMS is through state planning and research funds with 80% supplied by the federal government and 20% supplied by the state. AM/OTMS enables ODOT and transportation stakeholders to access up-to date inventories of roadway and transportation infrastructure assets, collect, analyze and summarize data, identify and track performance measures, identify needs and strategies for corrective action, and monitor and evaluate strategies and actions. The participating ODOT management systems assist state and local policy decision makers in selecting cost-effective policies, programs and projects to preserve and improve Oregon's transportation infrastructure.

### **Program Records**

#### **033 Asset Management/OTMS Executive Steering Committee Records**

Retain 10 years, destroy

#### **034 Communication Plan Records**

(a) Retain final plan 6 years after superseded or obsolete, destroy

(b) Retain all other communication plan development records 1 year after acceptance of plan, destroy

#### **035 Asset Management/OTMS Steering Committees Records**

Retain 10 years, destroy

#### **036 ODOT AM/OTMS Implementation Plan**

(a) Retain final, accepted plan and amendments for 150 years, destroy

(b) Retain drafts, work notes, etc. 1 year after final plan, amendments accepted, destroy

#### **037 ODOT AM/OTMS Strategic Plan**

(a) Retain final, accepted plan and amendments for 150 years, destroy

(b) Retain drafts, work notes, etc. 1 year after final plan, amendments accepted, destroy

#### **038 ODOT AM/OTMS/TransCOI Data Governance Council Program Documents**

(a) Retain final, accepted plan and amendments for 150 years, destroy

(b) Retain drafts, work notes, etc. 1 year after final plan and amendments accepted, destroy

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**Administrative Records (OAR 166-300-0015)**

Budget Preparation Records

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

**Financial Records (OAR 166-300-0025)**

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records (Strategic Planning Records)

***Databases***

FIELD DATA COLLECTION REGISTRY (FDCR)

# OREGON STATE ARCHIVES

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### *Organizational Placement*

**Schedule Number: 2008-0001**

**Agency:** Oregon Department of Transportation  
**Division:** Transportation Development  
**Section:** Transportation Data  
**Program:** Road Inventory and Classification Services (RICS)

### *Program Description*

The Road Inventory and Classification Services Unit is part of the Transportation Data Section. This unit is responsible for: the federally required Highway Performance Monitoring System which is used in Congressional reports to monitor and analyze the overall condition of the national public road system, administration of the Functional Classification (FC) program; collection and maintenance of road information necessary to classify and monitor the highways, roads, and streets within Oregon, the federally mandated Certified Mileage Report which is a factor in distributing certain federal funds providing mileage statistics; development, maintenance and enhancement of ODOT's corporate data base known as the "Integrated Transportation Information System" (ITIS). This unit is also responsible for the State Highway Video Log.

### *Program Records*

#### **039 Certified Mileage Report Records**

- (a) Retain final, accepted report for 150 years, destroy
- (b) Retain materials and data 5 years after final report completed and accepted, destroy

#### **040 Custom Project Publications/Records**

- (a) Retain project with significant/historic impact for 150 years, destroy
- (b) Retain all others 3 years, destroy

#### **041 Highway Performance Monitoring System (HPMS) Submittal Records**

Retain final, FHWA accepted report for 150 years, destroy

#### **042 Integrated Transportation and Inventory System (ITIS) Records**

- (a) Retain system documentation 1 year after life of system, destroy
- (b) Retain green bar reports current and two previous, destroy

#### **043 Mileage Table for Selected Cities in Oregon Records**

Retain 20 years, destroy

#### **044 National Highway System and Functional Classification System Records**

- (a) Retain ongoing changes 10 years after submitted to FHWA, destroy
- (b) Retain decennial census review records until superseded or obsolete, destroy

#### **045 Oregon Mileage Report Records**

- (a) Retain report for 150 years, destroy
- (b) Retain drafts, work notes, etc. 2 years after acceptance of report, destroy

#### **046 Posted Route Number Cross Reference Records**

Retain 150 years, destroy

#### **047 Requested Customer Highway Data Report**

Retain 1 year after delivery/acceptance, destroy



OREGON STATE ARCHIVES  
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**048 State Highway Video Log Records**

- (a) Retain continuous finished video log 99 years, destroy
- (b) Retain snapshots 20 years after superseded or obsolete, destroy
- (c) Retain draft log and data 1 year after finished log completed and verified, destroy

**049 Straightline Chart Publications**

Retain 150 years, destroy

***State Agency General Records Retention Schedule Records:***

*Includes but is not limited to*

**Administrative Records (OAR 166-300-0015)**

Budget Preparation Records

Calendar and Scheduling Records

Correspondence

**Financial Records (OAR 166-300-0025)**

Publication Preparation Records

***Databases***

Highway Performance Monitoring System (HPMS)

Functional Classification and National Highway System (HGIS15)

Public Road Inventory (PRI)

ITIS Reporting Database (HTDR1)

# OREGON STATE ARCHIVES

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### *Organizational Placement*

**Schedule Number: 2008-0001**

**Agency:** Oregon Department of Transportation  
**Division:** Transportation Development  
**Section:** Transportation Data  
**Unit:** Transportation Systems Monitoring (TSMU)

### *Program Description*

The Transportation Systems Monitoring Unit is responsible for ODOT's Traffic Monitoring Program, which collects, calculates and provides information on vehicle classifications, length, speed, weight, occupancy and volumes on Oregon roadways per Federal Highway Administration (FHWA) mandate. TSMU goes beyond the federal mandate by providing information to agency customers, staff and stakeholders. Interested parties include but are not limited to federal, state, local and private parties. TSMU provides data and information in a number of reports and through products. In addition, the unit is responsible for the collection and reporting of information for the Highway Performance Monitoring System (HPMS) as required by the Federal Highway Administration.

### *Program Records*

#### **050 Custom Project Publications/Records**

- (a) Retain project with significant/historic impact for 150 years, destroy
- (b) Retain all others 3 years, destroy

#### **051 Manual Count Records**

- (a) Retain reports 20 years, destroy
- (b) Retain videos 4 years or until superseded or obsolete/obsolete, destroy

#### **052 Monthly Selected Transportation Trends Reports**

Retain 10 years, destroy

#### **053 Traffic/Transportation Volume Tables**

Retain 150 years, destroy

#### **054 Traffic Flow Volume Maps**

Retain 150 years, destroy

### *State Agency General Records Retention Schedule Records*

*Includes but is not limited to*

#### **Administrative Records (OAR 166-300-0015)**

Budget Preparation Records  
Calendar and Scheduling Records  
Correspondence

#### **Financial Records (OAR 166-300-0025)**

Publication Preparation Records

### *Databases*

TRAFFIC COUNT MANAGEMENT SYSTEM

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***Organizational Placement***

**Schedule Number: 2008-0001**

**Agency:** Oregon Department of Transportation

**Division:** Transportation Development

**Section:** Planning

***Program Description***

The Planning Section provides direction for long term management and improvement of Oregon's transportation system and promotes the cost-effective use of public funds through effective research, development and technology transfer. The Planning Section guides and supports short and long range planning for Oregon's transportation system. Staff manages land use and transportation planning, the transportation and land use model improvement program, transportation system analysis and transportation research.

Section units and programs access and use a variety of data sources including ODOT generated, controlled resources and Federal Highway Administration (FHWA) systems.

***Program Records***

**055 Roads Finance Study Records**

(a) Retain final report 30 years, destroy

(b) Retain drafts and work notes 20 years after final report verified and accepted, destroy

***State Agency General Records Retention Schedule Records:***

*Includes but is not limited to*

**Administrative Records (OAR 166-300-0015)**

Budget Preparation Records

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

**Financial Records (OAR 166-300-0025)**

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

***Databases***

TEAMS

# OREGON STATE ARCHIVES

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### *Organizational Placement*

**Schedule Number: 2008-0001**

**Agency:** Oregon Department of Transportation  
**Division:** Transportation Development  
**Section:** Planning  
**Unit:** Long Range Planning

### *Program Description*

The Long Range Planning Unit is responsible for developing, updating, implementing and refining the Oregon Transportation Plan and Oregon Highway Plan. The Unit is also responsible for managing the Transportation and Growth Management program.

The Oregon Transportation Plan (OTP), adopted in 2006, is the state's long-range multimodal transportation plan. The OTP is the overarching policy document among a series of plans that together form the state transportation system plan (TSP). The OTP considers all modes of Oregon's transportation system as a single system and addresses the future needs of Oregon's airports, bicycle and pedestrian facilities, highways and roadways, pipelines, ports and waterway facilities, public transportation, and railroads. It assesses state, regional, and local public and private transportation facilities. The OTP establishes goals, policies, strategies, and initiatives that address the core challenges and opportunities facing transportation in Oregon.

The Oregon Highway Plan is a set of long range goals, policies, strategies and performance measures emphasizing efficient management of Oregon's Highway infrastructure to meet current and projected future needs. Originally adopted in March of 1999, the plan is periodically updated through amendments as needed.

### *Program Records*

#### **056 Oregon Highway Plan Records 1999 – [ongoing] 1.00 c.f.**

- (a) Retain final, accepted plan and amendments permanently, transfer to State Archives 10 years after superseded or obsolete
- (b) Retain drafts and work notes 5 years after plan superseded or obsolete, destroy

#### **057 Oregon Transportation Plan Records 2006 – [ongoing] 1.c.f.**

- (a) Retain final, accepted plan and amendments permanently, transfer to State Archives 10 years after superseded or obsolete
- (b) Retain drafts and work notes 5 years after plan superseded or obsolete, destroy

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***State Agency General Records Retention Schedule Records***

*Includes but is not limited to*

**Administrative Records (OAR 166-300-0010)**

Budget Preparation Records

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

**Financial Records (OAR 166-300-0025)**

Policy and Procedure Guidelines and Manuals

Publication Preparation Records

***Databases***

TEAMS

TRANSPORTATION and GROWTH MANAGEMENT (TGM)

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### ***Organizational Placement***

**Schedule Number: 2008-0001**

**Agency:** Oregon Department of Transportation  
**Division:** Transportation Development  
**Section:** Planning  
**Unit:** Long Range Planning  
**Program:** Transportation and Growth Management (TGM)

### ***Program Description***

The Transportation and Growth Management program is a joint effort between two state agencies, ODOT and the Department of Land Conservation and Development (DLCD). The program integrates transportation and land use planning. The program plans for livable communities connected by efficient, convenient transportation networks to enhance the livability in Oregon. The TGM program provides funding and planning guidance to local communities in developing land use plans. TGM provides grant funding and technical expertise to local governments in developing transportation system and interrelated land use and transportation plans compatible with land use needs and regulations. In addition, TGM operates Quick Response, a means to provide efficient design alternatives during the development of plans and proposals and Code Assistance which enable TGM to assist local jurisdictions in the preparation and amendment of transportation related codes.

### ***Program Records***

#### **058 Transportation Growth Management Advisory Committee Records**

Retain 10 years, destroy

#### **059 Transportation Growth Management Operations Committee Records**

Retain 10 years, destroy

#### **060 Transportation Growth Management Match Report**

Retain 10 years after close out, destroy

#### **061 Transportation Growth Management Program Record**

(a) Retain funded project final product records 35 years, destroy

(b) Retain funded project supporting documentation 7 years after close out, destroy

(c) Retain program administration records 6 years, destroy

(d) Retain unfunded/rejected/denied/withdrawn project records 3 years, destroy

### ***State Agency General Records Retention Schedule Records***

*Includes but is not limited to*

#### **Administrative Records (OAR 166-300-0010)**

Budget Preparation Records

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

#### **Financial Records (OAR 166-300-0025)**

Grant Records

Publication Preparation Records

OREGON STATE ARCHIVES  
**Records Retention Schedule**

**Edition: 09/2008**

**Expires: 09/2013**

***Databases***

PCMS

TEAMS

TRANSPORTATION AND GROWTH MANAGEMENT (TGM)

# OREGON STATE ARCHIVES

## Records Retention Schedule

Edition: 09/2008

Expires: 09/2013

### *Organizational Placement*

**Schedule Number: 2008-0001**

**Agency:** Oregon Department of Transportation  
**Division:** Transportation Development  
**Section:** Planning  
**Unit:** Long Range Planning  
**Program:** State Planning and Research (SPR)

### *Program Description*

The State Planning and Research program is responsible for providing statewide funding for research, development and technology transfer for transportation projects. Per 23 CFR Part 420, SPR programs are required to set aside 2 percent of funds from specific sources for allocation to planning and research activities. Of this amount states are required to allocate 25 percent to research, development and technology. SPR applies annually to the Federal Highway Administration for program funds. SPR then allocates the funds enabling ODOT research and planning staff participation in transportation projects for government entities including but not limited to Metropolitan Planning Organizations and local governments. ODOT's Financial Services Branch disburses funds upon review and approval of requests made to SPR.

### *Program Records*

- 062 Metropolitan Planning Organization (MPO) Work Program Records**  
Retain program administration records, 7 years after close out, destroy
- 063 State Planning and Research Program Records**  
Retain program administration records, 7 years after close out, destroy

### *State Agency General Records Retention Schedule Records*

*Includes but not limited to*

#### **Administrative Records (OAR 166-300-0010)**

Budget Preparation Records  
Calendar and Scheduling Records  
Contracts and Agreements  
Correspondence

Expenditure and Revenue Reports

#### **Financial Records (OAR 166-300-0025)**

### *Databases*

TEAMS



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### *Organizational Placement*

**Schedule Number: 2008-0001**

**Agency:** Oregon Department of Transportation  
**Division:** Transportation Development  
**Section:** Planning  
**Unit:** Planning and Implementation

### *Program Description*

The Planning and Implementation Unit develops planning and implementation studies, provides guidance and support to agency staff on implementing the Oregon Transportation Plan and the Oregon Highway Plan. Unit staff provides assistance in program/methodology development, provides information and direction to agency staff in understanding and applying policies and procedures; and provides oversight, coordination and review of plans developed in the regions and by local jurisdictions. In addition, Planning and Implementation provides assistance in developing and interpreting Oregon Administrative Rules and ODOT policies and plans.

Unit staff manages the amendment process to the Oregon Highway Plan. The Oregon Highway Plan is created by the Long Range Planning Unit while Planning and Implementation is responsible for the maintenance and updating of the plan. Unit staff assists Metropolitan Planning Organizations (MPOs) to develop regional transportation plans. In addition, unit staff conducts studies including but not limited to route and corridor analysis. During project studies and creation of white or issue papers, the unit accesses and uses the data maintained by the ODOT Transportation Data Section.

### *Program Records*

#### **064 Ad Hoc Project Records**

Retain 20 years after completion, destroy

#### **065 Oregon Highway Plan Amendments**

- (a) Retain 10 years after plan superseded or obsolete or obsolete, destroy
- (b) Retain drafts, work notes, etc. 1 year after final plan, amendments accepted, destroy

#### **066 Statewide Transportation Improvement Plan (STIP) Records**

- (a) Retain STIP Committee Records 10 years, destroy
- (b) Retain STIP Users Guide until superseded or obsolete or obsolete, destroy
- (c) Retain drafts, work notes, etc. 1 year after final plan, amendments accepted, destroy

#### **067 White/Issue Papers**

Retain 10 years after completion, destroy

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***State Agency General Records Retention Schedule Records***

*Includes but is not limited to*

**Administrative Records (OAR 166-300-0015)**

Administrative Rule Preparation Records

Budget Preparation Records

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

**Financial Records (OAR 166-300-0025)**

Policy and Procedure Guidelines and Manuals

Publication Preparation Records

***Databases***

TRANSPORTATION PLANNING ONLINE DATABASE (TPOD)

# OREGON STATE ARCHIVES

## Records Retention Schedule

Edition: 09/2008

Expires: 09/2013

### ***Organizational Placement***

**Schedule Number: 2008-0001**

**Agency:** Oregon Department of Transportation  
**Division:** Transportation Development  
**Section:** Planning  
**Unit:** Transportation Planning Analysis (TPAU)

### ***Program Description***

The Transportation Planning Analysis Unit (TPAU) provides transportation analysis services to customers at several levels - detailed project-specific, broader facility and transportation systems, and project and policy effects at a statewide level. Customers include ODOT staff and units/programs, local jurisdictions and stakeholders. Examples of detailed analyses include project development and intersection analyses. Facility or system analyses cover a broader or regional area and include corridor studies, urban models, air and noise quality analyses, and transportation system plans. Statewide analyses include land use/transport/economic integrated analyses.

Transportation Modeling, launched in 1994 as the Statewide Model Improvement Program, develops computer models which predict the effects of population changes, land use requirements and needs and economic changes and the need for an evolving, efficient transportation infrastructure to meet Oregon's needs. Modeling is coordinated with Metropolitan Planning Organizations (MPOs) and cities to evaluate statewide, regional and urban transportation issues producing comprehensive evaluations of proposed policies, plans and projects.

### ***Program Records***

#### **068 Ad Hoc Studies and Survey Project Records**

- (a) Retain project records 20 years, destroy
- (b) Retain rejected, dismissed project records 10 years after last action, destroy

#### **069 Analysis Project Records**

- (a) Retain final document 20 years after project built/completed, verified, destroy
- (b) Retain drafts, work notes, etc. 10 years after final document accepted or project is closed, destroy

#### **070 Household Survey Records**

Retain current and four previous, destroy

#### **071 Oregon Modeling Steering Committee Records**

Retain 10 years, destroy

#### **072 Transportation Model Records**

- (a) Retain system documentation 10 years after system superseded or obsolete or obsolete, destroy
- (b) Retain application, equations and calibration records for built projects 20 years after built/completed, destroy
- (c) Retain application equations and calibration records for projects not built 10 years,

OREGON STATE ARCHIVES  
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destroy

(d) Retain all other records 10 years after model completed and accepted, destroy

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***State Agency General Records Retention Schedule Records***

*Includes but is not limited to*

**Administrative Records (OAR 166-300-0015)**

Budget Preparation Records

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

**Financial Records (OAR 166-300-0025)**

**Information and Records Management Records (OAR 166-300-0030)**

***Databases***

EMME2

COUNTS

FIELD SATURATION FLOW

HERS-ST

TRANVIEWER

VISUM

# OREGON STATE ARCHIVES

## Records Retention Schedule

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### *Organizational Placement*

**Schedule Number: 2008-0001**

**Agency:** Oregon Department of Transportation  
**Division:** Transportation Development  
**Section:** Planning  
**Unit:** Research

### *Program Description*

The Research Unit provides technical expertise and oversight for federally funded research projects and the development of technologies which enhance Oregon's transportation infrastructure. Unit staff coordinate and conduct research projects, respond to request for research data from internal and external customers and manage the project selection process. Expert Task Groups (ETG) are established for each of the eight topic areas the unit researches. Group members are selected on the basis of their training, knowledge and experience. The ODOT Research Advisory Committee; comprised of one member from each ETG, the Research Manager and a representative from the Federal Highway Administration, provides guidance to the program.

In addition, Research Unit staff provides training and expertise to local government and tribal government road authorities through the Oregon technology Transfer (T2) Center. Since 2003 the unit also participates in the research and development of commercial products when ODOT was authorized to invest in the private sector to promote the development of products for use on the highway.

### *Program Records*

#### **073 Center/Program Activity Reports**

Retain 10 years, destroy

#### **074 Commercial Products Advisory Board**

Retain meeting minutes, agendas 10 years, destroy

#### **075 ODOT Research Advisory Committee Records (RAC)**

(a) Retain meeting minutes, agendas 10 years, destroy

(b) Retain Pooled Fund Investment Project Records 2 years after project completed, destroy

#### **076 Problem Statements**

(a) Retain statements resulting in projects 20 years after project closed, destroy

(b) Retain all others 3 years, destroy

#### **077 ODOT Research News Newsletter**

Retain 10 years, destroy

#### **078 Oregon Roads Newsletter**

Retain 10 years, destroy

#### **079 Research, Development and Technology Transfer Program Annual Report**

(a) Retain annual reports 20 years, destroy

(b) Retain annual work program/grant records including quarterly progress reports 10 years after close out, destroy

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**080 Research Project Records**

- (a) Retain final report 20 years, destroy
- (b) Retain *Research Notes* summary 5 years, destroy
- (c) Retain work notes, drafts, etc, 5 years after report accepted and verified, destroy

***State Agency General Records Retention Schedule Records***

*Includes but is not limited to*

**Administrative Records (OAR 166-300-0015)**

Budget Preparation Records

Calendar and Scheduling Records

Conference, Seminar and Training Program Records

Contracts and Agreements

Correspondence

**Financial Records (OAR 166-300-0025)**

Grants

***Databases***

LIBRARY