

# OREGON STATE ARCHIVES

## Records Retention Schedule

Edition: July 31, 2003

### ***Organizational Placement***

**Agency:** Department of Transportation (ODOT)

**Office:** Director

**Schedule #: 2003-0003**

### ***Program Description:***

The Oregon Department of Transportation (ODOT) is responsible for carrying out the policies and plans of the Oregon Transportation Commission in designing, implementing, adopting, and maintaining a multi-modal transportation network/infrastructure providing a safe, efficient system supporting economic opportunity and livable communities for all Oregonians. The Department carries out the duties and responsibilities concerning drivers and motor vehicles; highway design, maintenance, and construction; and fostering, promoting, and oversight of public transportation, transportation safety, the rail and maritime pilot industries, and motor carriers. ODOT focuses upon education, enforcement, and engineering in fulfilling the agency mission.

The Director of Transportation is appointed by the Governor and requires Senate confirmation. The Director is responsible for oversight of the Department of Transportation; its policies and procedures, and the appointment of agency's Deputy Directors who possess the authority to act on behalf of the Director but remain subject to the Director's control.

### **Program Records**

#### **001 Directors Correspondence 1944 – [ongoing] 3 c.f.**

Retain administrative correspondence permanently, transfer to State Archives after 10 years  
*Directors Correspondence is contained in the Agency General Files Correspondence Records.*

### ***Databases Used***

None

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

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

Ephemeral Correspondence

General Correspondence

Scheduling Records

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

Fiscal Correspondence

OREGON STATE ARCHIVES  
**Records Retention Schedule**

Edition: July 31, 2003

***Organizational Placement***

**Schedule #: 2003-0003**

**Agency:** Department of Transportation (ODOT)

**Office:** Director

**Unit:** Chief of Staff

***Program Description:***

The Chief of Staff is the senior staff officer providing support and assistance to ODOT's Director. The Chief of Staff represents ODOT in matters involving native nations, works extensively with the Oregon Transportation Commission, supports and directs the Oregon Transportation Investment Act, and reviews agency policy decisions.

**Program Records**

**002 Freight Advisory Committee Records**

Retain 10 years, destroy

**003 Innovative Finance Committee Records**

Retain 10 years, destroy

**004 Road User Fee Task Force Records**

Retain 10 years, destroy

***Databases Used***

None

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

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

Correspondence

Legislative Testimony Records (see Legislative Tracking Records)

# OREGON STATE ARCHIVES

## Records Retention Schedule

Edition: July 31, 2003

### ***Organizational Placement***

**Schedule #:** 2005-0002

**Agency:** Department of Transportation (ODOT)

**Division:** Director

**Branch:** Civil Rights

### ***Program Description:***

Civil Rights is responsible for assuring fair and equitable access for all stakeholders to Oregon Department of Transportation opportunities, programs, and services by applying policies and procedures which assures ODOT meets or exceeds all access requirements. Civil Rights ensures agency compliance with Title VI, the federal Civil Rights Act of 1964 prohibiting programs receiving federal funding from discriminating based on race, color, national origin, sex, religion, disability, or age. In addition, Civil Rights oversees ODOT's socio-economic programs providing individuals and small businesses with opportunities to successfully compete for highway construction and services contracts and jobs. ODOT's socio-economic programs include Disadvantaged Business Enterprise, Emerging Small Business, Labor Compliance, External Equal Opportunity Employment, and On-the-Job Training.

The Disadvantaged Business Enterprise (DBE) program ensures that ODOT complies with federal regulations requiring that eligible DBE's are able to compete fairly for federally funded transportation projects. DBE's are small businesses which are 51% or greater owned by women and ethnic minorities. Businesses and service providers not fitting the criteria may apply for a review and awarding of DBE status on a case-by-case basis. The DBE program is in response to the mandate of 49 CFR part 26 and ORS 200.

The Emerging Small Business (ESB) program is responsible for ensuring the fair and equitable participation and access to opportunities for ESB's in the state's public contracting/bid letting processes. ESB's are independent businesses licensed and registered in Oregon having Oregon as their principal place of business, having fewer than 19 employees, with average gross annual receipts for the proceeding three years of \$1.97 million or less for construction firms and \$789,198.873 or less for all other firms in Tier 1 of the program. In Tier 2 of the program, construction firms can average up to \$3.94 million and non-construction firms \$1.31 million or less. The ESB program is in response to the mandate of ORS 200.

The Labor Compliance program is responsible for ensuring construction workers and mechanics on federal and state funded highway projects receive the appropriate prevailing wage rates and benefits. The program monitors certified payroll records of contractors on state, federally funded highway projects to monitor for compliance with wage requirements, investigates wage disputes and complaints and recommends action, and liaisons with government and labor organizations and annually reports to the U.S. Department of Labor.

The On the Job Training (OJT) program is a federally mandated training program targeting highway construction contractors. The program is responsible for promoting the training and development of a highway construction workforce, assisting contractors to meet EEO goals, and promoting the apprenticing of workers and fostering a work force of journeyman level professionals.

### ***Program Records***

#### **010 Civil Rights Contract Compliance Records**

Retain 6 years after FHWA acceptance on federally funded projects or after final note on state-funded projects, destroy

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 7/25/03

**012 ODOT Diversity Council Records**

Retain 5 years, destroy

*State Agency General Records Retention Schedule Records*

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

Calendar and Scheduling Records

Conference, Seminar, and Training Program Records Contracts and Agreements

Correspondence

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

Budget Preparation Records

**Payroll Records - OAR 166-300-0035**

Payroll Administrative Reports

**Personnel Records - OAR 166-300-0040**

Affirmative Action Records

Employee Personnel Records Recruitment and Selection Records

*Databases*

Civil Rights Compliance Tracker (CRCT)

# OREGON STATE ARCHIVES

## Records Retention Schedule

Edition: 7/25/03

### ***Organizational Placement***

**Agency:** Department of Transportation (ODOT)

**Group:** Headquarters

**Office:** Director

**Unit/Team:** Employee Safety

**Schedule #: 2003-0003**

### ***Program Description:***

The Office of Employee Safety is responsible for designing, implementing, and providing oversight of ODOT's statewide health and safety program ensuring compliance with state and federal workplace safety mandates.

The Office of Employee Safety provides safety management and assessment of all ODOT Divisions and worksites, provides risk management, and monitors worksites for employee safety concerns including but not limited to ergonomic assessments, exposure to hazardous wastes and materials, and noise exposure risk factors.

### **Program Records**

#### **005 Citation Records**

Retain 5 years, destroy

#### **006 Citizen Complaint Records**

Retain 3 years after resolution, destroy

#### **007 Ergonomic Assessments**

Retain until superseded, employee retirement, or termination, whichever is shorter, destroy

#### **008 Job Hazard Analysis Records**

(a) Retain Hazard Exposure Records if generated according to ORS-166-300-0045(2).

(b) Retain all other records 4 years, destroy

#### **009 Legal Suit Records**

Retain 6 years after resolution or case settlement, destroy

#### **010 Monthly Activity Reports**

Retain 2 years, destroy

#### **011 Tort Claim Records**

Retain 3 years after resolution, destroy

### ***Databases Used***

Safety Tracker (Central Services)

OREGON STATE ARCHIVES  
**Records Retention Schedule**

Edition: 7/25/03

*State Agency General Records Retention Schedule Records:*

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

Conference, Seminar, and Training Program Records  
Correspondence  
Policy and Procedure Guidelines and Manuals  
Policy Development and Planning Records  
Public Records Disclosure Request Records  
Staff Meeting Records

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

Equipment Maintenance Records  
Property Disposition Records

**Personnel Records - OAR 166-300-0040**

Employee Medical Records  
Employee Personnel Records

**Risk Management Records - OAR 166-300-0045**

Hazard Exposure Records  
Occupational Injury and Illness Records  
Safety Compliance and Inspection Records  
Safety Program Records  
State Accident Insurance Fund (SAIF) Records

OREGON STATE ARCHIVES  
Records Retention Schedule

Edition: 7/25/03

***Organizational Placement***

**Agency:** Department of Transportation (ODOT)

**Office:** Director

**Section:** Government Relations

**Schedule #: 2003-0003**

***Program Description:***

The Government Relations section is responsible for providing liaison and lobbyist services to the Oregon Department of Transportation. The section works with the Legislative Assembly, its staff, committees, interim committees, and analyzes federal and state laws and rules which affect transportation within Oregon. Government Relations represents ODOT with members of the Oregon congressional delegation and congressional Committee staff and works with local government officials.

**Program Records**

None

***Databases Used***

None

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

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

Correspondence

Legislative Development Advisory Committee Records

Legislative Tracking Records

Lobbyist Records

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## Records Retention Schedule

Edition: 7/25/03

### ***Organizational Placement***

**Agency:** Department of Transportation (ODOT)

**Program:** Oregon Transportation Commission

**Schedule #: 2003-0003**

### ***Program Description:***

The Oregon Transportation Commission is responsible for developing and maintaining state transportation policy in addition to conducting and/or fostering long range planning for a multi-modal transportation system addressing Oregon's economic needs, safety, and environmental coexistence, per ORS 184.612 and .613. The Commission consists of five Governor appointed members requiring Senate confirmation. Commissioners are appointed to four-year terms with reappointment possible. At least one member must reside east of the Cascade Range and no more than three members may belong to the same political party. A majority of members of the Commission constitutes a quorum for the transaction of business. The Commission meets once a month at a time and place determined by the Commission. Commission vacancies do not impair the exercising of the Commission's powers except that three members must agree on the selection, vacation, or abandonment of state highways. In the event that the commissioners reach an impasse the Governor retains the right to vote as a member of the commission.

### **Program Records**

#### **012 Board and Commission Member Records**

Retain 4 years, destroy

#### **013 Board and Commission Personnel Records**

Retain 10 years after term expires, destroy

#### **014 Board and Commission Meeting Minutes 1991 – [ongoing] .50 c.f.**

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

(b) Retain audio records 1 year after transcribed and verified, destroy

(c) Retain all other records 5 years, destroy

*As of 1994 OTC Meeting Minutes are contained in the Agency General Files*

#### **015 Delegation Orders and Sub-Delegation Orders**

Retain 6 years after authorization superseded or expired, destroy

### ***Databases Used***

None

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

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

Correspondence