Organizational Placement

Agency: Department of Transportation (ODOT)
Division: Communications

Program Description:
The Communications Division is responsible for educating and informing the public and other agencies concerning the Oregon Department of Transportation's programs, projects, issues, actions, and policies. The Communications Division produces and oversees ODOT's internal and external communications, including the agency's Intranet and Internet. The Division is comprised of two sections, Public Affairs and Business.

Program Records
None

Databases
None

State Agency General Records Retention Schedule Records:
Administrative Records - OAR 166-300-0015
Correspondence
Policy and Procedure Guidelines and Manuals
Organizational Placement

Schedule #: 2003-0004

Agency: Department of Transportation (ODOT)
Group: Headquarters
Division: Communications
Section: Business Management

Program Description:
The Business Management Section provides executive and administrative support to the Oregon Department of Transportation Office of the Director and Communication Division. The section provides resources to ODOT’s Director, Executive Deputy Director, Chief of Staff, and the Oregon Transportation Commission. In addition the section manages all fiscal, technical, facilities, and personnel matters involving the Office of the Director and Communication Division.

The Business Management section contains the ODOT Citizen Representative responsible for providing ombudsman/advocate services for the public regarding questions, concerns, and issues involving ODOT and the public at large. The Citizens Representative operates the ASK ODOT phone line, answers email and other correspondence, and forwards correspondence to the appropriate agency authority. The Citizen Representative facilitates the accurate and timely response by the agency to questions, concerns, and issues the public has about ODOT, its mission, and actions.

Program Records
001 Citizens Representative Records
   (a) Retain dispute/complaint records 3 years after resolution, destroy
   (b) Retain monthly reports 2 years, destroy

Databases
TEAMS (Central Services)

State Agency General Records Retention Schedule Records:
Administrative Records - OAR 166-300-0015
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals
Facility/Property Records – OAR 166-300-0020
Facility Works Orders
Financial Records - OAR 166-300-0025
Budget Allotment Records
Budget Preparation Records
Correspondence
Payroll Records – OAR 166-300-0035
Employee Payroll Records
Personnel Records - OAR 166-300-0040
Employee Personnel Records
Selection and Recruitment Records
Organizational Placement
Agency: Department of Transportation (ODOT)
Division: Communications
Section: Public Affairs

Program Description:
The Public Affairs section is responsible for ensuring ODOT’s commitment to provide accessibility by informing the public and news media regarding incidents, events, and projects involving the Oregon Department of Transportation and its mission to maintain a safe and effective multi-modal transportation infrastructure within Oregon. Public Affairs maintains and provides information on incidents and emergencies, highway conditions, closures, restrictions, and construction and maintenance projects. In addition Public Affairs provides internal communications for ODOT personnel via electronic newsletters and email.

Program Records
002 Communications Plan
  Retain 10 years after project completion, destroy
003 Inside ODOT Electronic Newsletter
  Retain until superseded or obsolete, destroy
004 Intranet and Internet Website Records
  Retain until superseded or obsolete, destroy
005 Transcripts Newsletter
  Retain 5 years, destroy

Databases
TEAMS (Central Services)

State Agency General Records Retention Schedule Records:
Administrative Records - OAR 166-300-0015
Contracts and Agreements
Correspondence
Mailing Lists
Publication Preparation Records
Press Releases
Staff Meeting Records
Financial Records OAR 166-300-0025
Budget Preparation Records