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Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Administrative	ADM-0010	Activity and Room Scheduling and Reservation Records	Records document scheduling and reservations related to use of various City facilities, activities, events, classes, and meeting rooms. Includes schedules, logs, lists, requests, and similar records. SEE ALSO: CAA-0060 Rental and Loan Records ADM-0690 Seminar, Conference, Workshop and Event Records - City -sponsored.	Originating Office/Bureau	1 year		No	No	OAR 166-200-0400(1)
Administrative	ADM-0020	Appointment Records - Boards, Commissions, Committees	Appointments made by the City to committees, boards, commissions, task forces, and other advisory groups. Often includes applications, interview notes, resumes, staff reports, letters of recommendation, letters of appointment, and related non-routine correspondence.	Office/Bureau responsible for overseeing board, commission or committee	If appointed, retain 6 years after separation; if not appointed, retain 1 year	Subject to review by the City Archives prior to destruction.	May contain confidential information.	No	OAR 166-200-0285(1)
Administrative	ADM-0030	Calendars and Scheduling Records - City Staff	Records documenting and facilitating planning, scheduling, and similar actions related to meetings, appointments, trips, visits, and other activities of City staff. Includes calendars, appointment books, notes related to scheduling, transcribed telephone messages, diaries, and similar records. Depending on content, some telephone messages and similar records may merit inclusion in related program or project files. Parks & Recreation Key Terms: Roll records	Originating Office/Bureau	1 year		No	No	OAR 166-200-0400(3)
Administrative	ADM-0040	Calendars and Scheduling Records - Elected Officials and Bureau Heads	Records documenting and facilitating routine planning, scheduling, and similar actions related to meetings, appointments, trips, visits, and other activities of elected officials and bureau heads (also use this schedule for assistant directors, chiefs of staff, etc.). Includes calendars, appointment books, notes related to scheduling, telephone messages, diaries, and similar records. Depending on content, some telephone messages and similar records may merit inclusion in related program or project files.	Originating Office/Bureau	Permanent - Historical	City Archives must be consulted about the preservation of permanent records.	No	No	OAR 166-200-0400(3)
Administrative	ADM-0050	Citizen Awards	Awards presented by the City to honor volunteers or other citizens for civic contributions. May include award nominations, award certificates, presentation or ceremony records and photographs, lists of past recipients, and related records.	Originating Office/Bureau	6 years	Subject to review by the City Archives prior to destruction	No	No	OAR 166-200-0255(1)
Administrative	ADM-0060	City Council Ordinance, Resolution, Work Session and Report Records - Bureau Submissions	Reports, studies and other records submitted by a bureau to inform actions to be considered as part of the City Council agenda or at a Council work session or other session that appears on the Notable Meetings calendar. Submissions should comply with Council Clerk's Office administrative rules for filing. SEE ALSO: ADM-0620 Reports - Annual and Major ADM-0630 Reports and Documentation - Periodic Activity (other than annual)	Originating Office/Bureau (see Retention Notes)	see Retention Notes	Auditor's Office retains records that are filed with the Council Clerk's Office. Other background records and correspondence that do not directly support the decision-making process should be retained by the originating office/bureau for 5 years.	No	No	OAR 166-200-0235(5)(d)
Administrative	ADM-0065	Communication and Office Equipment Logs	Logs document communications made or received through a variety of electronic devices, including but not limited to telephone, smart phone, facsimile (fax), radio, computer-aided dispatch, pager etc. AND are not otherwise specified elsewhere in the City Retention Schedules. This schedule covers logs for standard office equipment like scanners, photocopiers, etc. Logged information may include time, date and disposition of communication, name of caller, number called or received, and action taken.	Originating Office/Bureau	(a) Retain if used for billing 3 years; (b) retain if not used for billing 1 year		No	No	OAR 166-200-0255(2); OAR 166-200-0230(1)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Administrative	ADM-0090	Correspondence - City Staff (includes e-Mail)	Records that: 1. document communications created or received by City staff; 2. directly relate to staff responsibilities or activities; and 3. are not specified elsewhere in the City Records Retention Schedules.	Office/Bureau responsible for the function or activity to which the correspondence relates	Follow the record retention requirements for the function or activity to which the correspondence relates. For example, correspondence related to contract management should be maintained for the same period as the contract records.	Correspondence that is not related to an individual employee's job functions or assigned responsibilities, or is a copy of correspondence retained officially elsewhere should be retained only as long as needed.	No	No	PCC 3.76.030; ARC-ADM-8.01
Administrative	ADM-0100	Correspondence - Elected Officials, Staff of Commissioners' and Mayor's Offices, and Bureau Directors (includes e-mail)	Records that: 1. document communications created or received by the elected official or office/bureau director, or staff authorized to respond on their behalf; 2. directly relate to the responsibilities or actions of the elected official or director; AND 3. are necessary to satisfy the fiscal, legal, administrative, or historical policies, requirements or needs of the City.	Office of the elected official or bureau director	Permanent - Historical	Correspondence that has no relation to the official's areas of responsibility or that is a copy of correspondence retained officially elsewhere should be retained only as needed. City Archives must be consulted about the preservation of permanent records.	May contain confidential information	No	OAR 166-200-0325(7)
Administrative	ADM-0110	Emergency and Disaster Preparedness / Recovery Planning Records	Records document plans and procedures for the continuity of City government in the event that a major disaster destroys or compromises the operations of the City. Components of a recovery plan include but are not limited to physical plant repair and restoration; equipment restoration; electronic data restoration including steps to reload data, recover data, reconnect networks, and reestablish telephone connections; essential records protection; and related procedures and needs dealing with risk management, public relations, and financial issues. SEE ALSO: EMS-0030 Emergency and Disaster Incident Records and Reports	City-wide plans: Office of Emergency Management; individual agency plans: originating Office/Bureau	Until superseded or obsolete	Subject to review by the City Archives prior to destruction	Yes	Yes	OAR 166-200-0325(1)
Administrative	ADM-0120	Equipment Issued Records	Records document equipment issued to City personnel. Items include but are not limited to keys, uniforms, personal protective equipment, and lockers. May include inventories, optional equipment lists, data sheets, and other records. Information often includes date, employee information, description of equipment, and related data. Includes electronic equipment not mentioned elsewhere in the schedules. SEE ALSO: LE-0230 Weapons and Firearms Records	Originating Office/Bureau	Until superseded or obsolete		No	No	OAR 166-200-0345(6)
Administrative	ADM-0130	Index and Filing System Records	Records document the establishment, maintenance, alteration, or abolition of City or individual office/bureau central filing systems. Includes indexes of records and finding aids.	Originating Office/Bureau	(a) Records documenting system, retain 5 years after superseded or abolished (b) Index records, retain until superseded or obsolete	Subject to review by the City Archives prior to destruction	No	No	OAR 166-200-0380(6), (7)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Administrative	ADM-0140	Gift and Contribution Records	Records documenting gifts and contributions to the City made with conditions attached. May include memorial donation records related to money to be used by the City in the name of an individual. Often contains donor and acknowledgment letters, acquisition lists itemizing purchases made with contributed money (books, art, equipment, etc.), checks, receipts, and related records. SEE ALSO: GRS-0020 Sister City Records	Originating Office/Bureau	(a) Conditional gifts - 6 years after expiration of any conditions stated in agreement with donor (b) Unconditional gifts - 3 years	Does not apply to gifts of real property. Subject to review by the City Archives prior to destruction	No	No	OAR 166-200-0230(4); OAR 166-200-0265(3)
Administrative	ADM-0160	Grant Records - Application, Administration, and Tracking	Records document the application, evaluation, awarding, administration, monitoring, and status of grants in which the City is the recipient, grantor, allocator, or administrator. Grants may come from federal or state governments, or foundation and other private funding sources. Records may include but are not limited to: applications including project proposals, periodic summaries, objectives, activities, budgets, exhibits, and award notification; grant evaluation records and recommendations concerning grant applications; grant administration records including periodic progress reports, budgets, project objectives, proposals, and summaries; records documenting allocation of funds; records monitoring project plans and measuring achievement; equipment inventories; financial and payroll reports, accounting records, audit reports, expenditure reports, and related correspondence and documentation. Does not include grants related to ADM-0370 Mitigation Grants or HOS-0010 Federal Housing Grant Management Records. SEE ALSO: ADM-0170 for historically significant grants ADM-0180 for unsuccessful grants. ADM-0740 Timekeeping Records FIN-0010 Accounts Payable Records FIN-0030 Bank Transaction Records FIN-0110 Financial Reports - Other than annual FIN-0140 Purchasing Records	Originating Office/Bureau	(a) retain records documenting the purchase and/or disposal of real property 10 years after substantial completion, or 10 years after final disposition, or as specified in agreement, whichever is longer. (b) other grant records retain 10 years after annual or final expenditure report submitted and approved or, as specified in agreement, whichever is longer		No	No	OAR 166-200-0220(1)
Administrative	ADM-0170	Grant Records - Historically Significant	This schedule is intended for highly significant grants that the bureau deems to have permanent historical value. May include any administrative or financial records or reports that capture the significance to the City. SEE ALSO: ADM-0160 for grants that do not have historical significance	Originating Office/Bureau	Permanent	City Archives must be consulted about the preservation of permanent records	No	No	OAR 166-200-0220(1)
Administrative	ADM-0180	Grant Records - Unsuccessful Applications	Records related to applications for grants that were not awarded.	Originating Office/Bureau	1 year after rejection or withdrawal		No	No	OAR 166-200-0220(1)
Administrative	ADM-0190	Hazardous Materials Incident Records	Records document City response to hazardous material emergencies like spills and other accidental releases. Includes reports, complaints, and similar documents. Information often includes location, date and time, type of pollutant, extent of pollution, cause, action taken, person reporting pollution, witnesses, related injuries, name and address of responsible party and related data. SEE ALSO: HUM-0030 Employee Hazard Exposure Records	Originating Office/Bureau	Permanent	City Archives must be consulted about the preservation of permanent records	Yes	No	OAR 166-200-0335(5)
Administrative	ADM-0210	Injury Reports, Public Use	Records document injuries sustained by non-employees on City property such as parks, swimming pools, and community centers. Information usually includes date, time, location, and description of injury, name, address, phone number, sex, and age of injured person, witnesses, date reported, and related data. Records of incidents may be exempt if they contain personally identifiable information (PII).	Originating Office/Bureau	If claim filed, forward all records to Risk Management Division. If no claim filed, retain 3 years		Consult City Attorney's Office before releasing records	Yes	OAR 166-200-0385(11)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Administrative	ADM-0230	Key and Keycard Records	Records document the issuance of keys and keycards to City staff to enable access to buildings and sites. Records may include but are not limited to key inventories, key issue forms, key replacement records, and key disposal records.	Issuing Office / Bureau	2 years after key or keycard is turned in or deactivated		Yes	No	OAR 166-200-0405(3)
Administrative	ADM-0240	Legislative Issues Records	Records monitoring federal or state legislation affecting the City. Used to develop official positions and lobbying strategies for pending legislation. Also used for reference. Typically includes copies of bills, reports, position papers, impact statements, meeting notes, and related correspondence. This schedule used by individual bureaus. For records related to the Office of Government Relations, please see: GRS-0010 and GRS-0020	Originating Office/Bureau	4 years	Subject to review by the City Archives prior to destruction	No	No	OAR 166-200-0285(2)
Administrative	ADM-0250	Liability Waivers	Records document the release of the City from liability related to various activities that include public involvement. Examples include but are not limited to riding in police or emergency medical services vehicles, participating in City sponsored runs or other activities such as recreational classes. Information usually includes release terms, date, signatures, and related information. Records should not include private or sensitive information, if they do, See Confidential section.	Originating Office/Bureau	3 years		May contain confidential information; if confidential information is present, consult City Attorney's Office prior to releasing records.	Yes	OAR 166-200-0390(3)
Administrative	ADM-0270	Lost and Found Property Records	Records document City receipt and maintenance of lost and found or abandoned property such as money, bicycles, automobiles, and other items not related to a crime. Includes receipts, inventory lists, destruction logs, property reports, and related records. SEE ALSO: LE-0280 Tow and Vehicle Hold Vehicle Records	Originating Office/Bureau	2 years after disposition		No	No	OAR 166-200-0350(55)
Administrative	ADM-0280	Mailing Lists	Lists compiled to facilitate billing, community outreach, and other functions in the City. Information usually includes name of individual or group, address, name and title of contact person, phone number, comments, and similar data. Lists may contain personally identifiable information (PII).	Originating Office/Bureau	Until superseded or obsolete		Consult City Attorney's Office before releasing records.	No	OAR 166-200-0235(4)
Administrative	ADM-0290	Manuals - Clerical and Routine Office	Routine documentation and basic clerical instructional procedures covering such subjects as formatting communications, data entry procedures, telephone and e-mail etiquette, and others. SEE ALSO: ADM-0300 Manuals - Policy and Procedure	Originating Office/Bureau	2 years after superseded or obsolete	Subject to review by the City Archives prior to destruction	No	No	OAR 166-200-0325(6)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Administrative	ADM-0300	Manuals - Policy and Procedure	Records document written instructions, rules, and guidelines in manual form documenting current and past authorized City policies and procedures. Records are used for new employee orientation and for ongoing reference. Also useful in establishing past policies or procedures in liability cases, personnel disputes, and other instances. Includes manuals documenting the procedures of departments with higher risk or exposure to liability such as police, fire, emergency medical services, public works, etc. Information often includes policy and procedure numbers, revision dates, subject identification, narrative description, authorization information, and effective date. The retention period applies only to City-generated manuals. Manuals from other sources should be retained as needed or as mandated by a specific regulating body (federal or state agency, etc.), usually until superseded or obsolete. Consult City Auditor for guidelines on what should be submitted to Portland Policy Documents. SEE ALSO: ADM-0460 Policy Statements and Directives; ADM-0290 Manuals: Clerical and Routine Office	Originating Office/Bureau	Permanent - Historical	Transfer 1 copy to City Archives for permanent retention; retain extra copies as needed	Yes	No	OAR 166-200-0325(7)
Administrative	ADM-0320	Meeting Records: Boards, Commissions, and Committees - Audio or Visual Recordings	Audio, video, or digital recordings of the proceedings of any regularly scheduled or special, work session, executive session, or emergency meeting of City boards, commissions, task forces, committees, advisory councils, and other similar groups, as described in Oregon's Public Meetings Law (ORS 192.610 to 192.710).	Originating Board, Commission or Committee	1 year after minutes prepared and approved. If written minutes do not exist, the recordings will be considered the official minutes and must be preserved for the entire retention period (SEE: ADM-0340 for Retention Period)	Subject to review by the City Archives prior to destruction. Consult Archives about long term preservation of audio, visual or digital recordings.	No	No	OAR 166-200-0235(5)
Administrative	ADM-0330	Meeting Records: Boards, Commissions, and Committees - Executive Session Minutes	Records document the executive session proceedings of City boards, commissions, task forces, committees, advisory councils, and other similar groups, as described in Oregon's Public Meetings Law (ORS 192.610 to 192.710). Records may include minutes, agendas, exhibits, resolutions, staff reports, indexes, petitions, correspondence, and related documentation.	Originating Board, Commission or Committee	10 years	Subject to review by the City Archives prior to destruction	No	Yes	OAR 166-200-0235(5)
Administrative	ADM-0340	Meeting Records: Boards, Commissions, and Committees - Minutes (except executive session minutes), Agendas, Resolutions, Indexes, and Exhibits	Records document the proceedings of City boards, commissions, task forces, committees, advisory councils, and other similar groups, as described in Oregon's Public Meetings Law (ORS 192.610 to 192.710). Records may include minutes, agendas, exhibits, resolutions, staff reports, indexes, petitions, correspondence, and related documentation.	Originating Board, Commission or Committee	Permanent	City Archives must be consulted about the preservation of permanent records	Yes	No	OAR 166-200-0235(5)
Administrative	ADM-0350	Meeting Records: Boards, Commissions, and Committees - Records and Exhibits not pertinent to minutes	Routine administrative records related to the proceedings of City boards, commissions, task forces, committees, advisory councils, and other similar groups, as described in Oregon's Public Meetings Law (ORS 192.610 to 192.710).	Originating Board, Commission or Committee	5 years	Subject to review by the City Archives prior to destruction	No	No	OAR 166-200-0235(5)
Administrative	ADM-0360	Meeting Records, City Staff	Records document meetings within City government that are not subject to Oregon's Public Meetings Law (ORS 192.610 to 192.710). These routine staff meetings deal with tasks and actions within existing policies and procedures. Records may include minutes, notes, reports, and related items. Some records may merit inclusion in other record series with longer minimum retention periods if the subject matter of the meeting adds significant information to that series.	Originating Office/Bureau	2 years		No	No	OAR 166-200-0235(6)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Administrative	ADM-0370	Mitigation Program Records	Records document the establishment and maintenance of City mitigation programs, plans, policies and procedures. Records may include environmental mitigation plans and strategies, seismic surveys and structural upgrade records of City facilities, as well as project reports, hazard mitigation grant records, and related documentation.	Originating Office/Bureau (see Retention Notes)	Permanent	Bureaus must coordinate with Portland Bureau of Emergency Management to determine which records are to be retained by PBEM and which are to be retained by individual bureaus. City Archives must be consulted about the preservation of permanent records	Yes	Yes	OAR 166-200-0395(2)
Administrative	ADM-0380	Notary Public Log Book	Records document the notarial transactions completed by a notary public employed by the City. Bureaus may retain log books by agreement with the notary public after their separation from City employment. Bureaus retaining notary public log books without notary agreements should consult the City Attorney and/or the Secretary of State, Corporation Division for retention instruction. If an agreement exists, the same retention applies to the agreement document.	Originating Office/Bureau	10 years after date of commission expiration		No	No	OAR 166-200-0235(7)
Administrative	ADM-0390	Office Space, Equipment and Furnishing Records	Records related to activities associated with the configuration of office space, and maintenance and repair of office equipment and furniture. See Also: For office space projects that require an engineering stamp, see Engineering and Construction .	Originating Office/Bureau	(a) 2 years after superseded for space plans; (b) 3 years after disposition for equipment and furniture		No	No	OAR 166-200-0345(9); OAR 166-200-0345(7)
Administrative	ADM-0400	Organizational Structure Records	Records document the arrangement and administrative structure of the City government. May include charts (may specifically be referred to as org charts), statements, studies, and similar records. Includes studies to determine the merit and feasibility of reorganization plans, as well as other major studies related to the City's administrative hierarchy.	Originating Office/Bureau	Permanent - Historical	City Archives must be consulted about the preservation of permanent records	No	No	OAR 166-200-0235(8)
Administrative	ADM-0410	Permits - Facility and Public Space Use Records	Permits issued to individuals or organizations for special uses of City facilities. Examples include fun runs, bicycle races, parades, residential parking, events with more than a specified number of participants, events including amplified sound, and those at which alcoholic beverages will be served. Often refers to the use of Parks facilities but also applies to other City-owned facilities for which public use permits are issued. SEE ALSO: FCO-0010 Facility Operations Records	Office/Bureau granting permit	3 years after denial, revocation, or expiration of permit		No	No	OAR 166-200-0300(8)
Administrative	ADM-0420	Permits - License Records (City-Issued)	Records document City review, background investigations, recommendations and other actions related to permits and licenses issued for various activities within the City. Subjects may include but are not limited to business, tree removal, temporary signs, taxi cab drivers, dances, parades, rocket launching, second hand dealers, alarm system dealers, home occupation and accessory short term rentals, keeping livestock in the City, and solicitors. Usually includes applications, background investigation reports, permits, licenses, and related records. NOTE: Certain specialized permits, such as building permits and environmental permits are not covered by this schedule. Specialized permits are listed in the retention schedule sections for: Law Enforcement; Development Services; Fire Bureau; Environmental Services; Wastewater; Revenue Bureau; Parks Bureau; Water Bureau etc.	Office/Bureau granting permit or license	3 years after expiration, revocation, or denial of a license or permit		No	No	OAR 166-200-0300(8)
Administrative	ADM-0430	Photo Identification Records	Photographs and other records used to identify City employees, private security personnel, contract workers, and others. May include photographs taken for City identification cards, driver's license photographs, and information such as name, date of birth, physical description, identification number, driver's license number, and other data.	Issuing Office / Bureau	Until superseded or obsolete		Yes	Yes	OAR 166-200-0305(11)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Administrative	ADM-0440	Photographs - Aerial	Photographs, negatives, slides, digital, and moving images documenting topographical and physical features of the City and surrounding area. Useful for planning and land management purposes. Information often includes date, location, frame sequence numbers, and other descriptive information. Photographs that are duplicates of originals held by state, county, federal, or other sources may be retained as needed.	Originating Office/Bureau	Permanent - Historical	City Archives must be consulted about the preservation of permanent records	May contain confidential information.	No	OAR 166-200-0355(1)
Administrative	ADM-0450	Photographs - General	Photographs, negatives, slides, digital, and moving images documenting City projects, activities, events, properties and responsibilities. Often include date, location, frame sequence numbers, and other descriptive information. If image or video is created by non-City employee, records may include copyright agreement and reproduction waivers.	Originating Office/Bureau	See Retention Notes	Retention period depends on the original purpose of the photographs; photographs should be retained with their associated records. Because of the high level of research and historic value associated with photographs and moving images, no photographic collections may be destroyed before consulting with the City Archives.	No	No	Office of the City Auditor
Administrative	ADM-0460	Policy Statements and Directives	Administrative and legislative review, assessment, and development of the City's purpose and procedural policy. Often includes bulletins and advisories issued by the Mayor or Council, mission and goal statements, and finalized policy statements and directives. Includes Portland Policy Documents. SEE ALSO: ADM-0300 Manuals - Policy and Procedure	Office of the City Auditor for Portland Policy Documents; Originating Office/Bureau for other policy documents	Permanent	City Archives must be consulted about the preservation of permanent records	No	No	OAR 166-200-0325(7)
Administrative	ADM-0470	Postal and Delivery Service Records	Records document transactions with the U.S. Postal Service and private carriers. Includes postage meter records, receipts for registered and certified mail, insured mail, special delivery receipts and forms, loss reports, and related items.	Originating Office/Bureau	2 years		No	No	OAR 166-200-0235(2)
Administrative	ADM-0480	Press Releases, Speeches, Statements - Policy and Historic	Prepared statements, announcements, news conference and speech transcripts, and similar records issued to the news media or in public by the City. Subjects include the adoption of new City programs, termination of old programs, policy shifts, changes in the status of elected officials or senior administrative personnel, and others. Some releases may merit inclusion in applicable related record series. Issuing Office/Bureau should evaluate which releases are routine and which are historic.	Originating Office/Bureau	Permanent - Historical	City Archives must be consulted about the preservation of permanent records	No	No	OAR 166-200-0255(4)
Administrative	ADM-0490	Press Releases, Speeches, Statements - Routine	Prepared statements, announcements, news conference and speech transcripts, and similar records issued to the news media or in public by the City, announcing routine events or actions carried out within the scope of existing City policies. Some releases may merit inclusion in applicable related record series. Issuing Office/Bureau should evaluate which releases are routine and which are historic.	Originating Office/Bureau	2 years		No	No	OAR 166-200-0255(4)
Administrative	ADM-0500	Professional Membership Records	Records document memberships and activities in professional organizations in which the City pays for the membership or allows paid time for participation. SEE ALSO: ADM-0800 Program Accreditation Records	Originating Office/Bureau	3 years		No	No	OAR 166-200-0235(10)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Administrative	ADM-0550	Program Projects And Initiatives (Major)	Records related to specific program activities that have a beginning and an end and result in a work product, outcome, or new program function. This series is intended to cover non-capital improvement and non-engineering projects. Examples of projects include major strategic planning retreats, creation of new policies, responses to topical issues, major software upgrades or initiation of new program responsibilities or functions. During or at the completion of the project or initiative the associated records should be evaluated to determine their appropriate retention value – not all records will require the same retention.	Originating program office	Permanent - Historical	Consult City Archives for guidance on which documents are permanent.	May contain confidential information.	No	OAR 166-200-0385(4); 166-200-0235(11)(a)
Administrative	ADM-0560	Program Projects And Initiatives (Minor)	Records related to specific program activities – not covered elsewhere in the retention schedules – that have a beginning and an end and result in a work product, outcome, or new program function. This series is intended to cover non-capital improvement and non-engineering projects. Examples of minor projects include team-building exercises, creation of routine office procedures, minor software upgrades or minor program changes. During or at the completion of the project or initiative the associated records should be evaluated to determine their appropriate retention value – not all records will require the same retention. Schedule failed projects under this retention. Close out date is the same date the project was officially abandoned.	Originating program office	10 years after project completion	Intended for projects or initiatives that the office considers routine.	No	No	OAR 166-200-0385(1); OAR 166-200-0235(11)(b)
Administrative	ADM-0570	Property Damage Records	Reports, photographs, and other records documenting damage to City property such as signs, trees, picnic tables, buildings, fountains, and fences. Information often includes type and location of property damaged, details of the damage and those involved, and related data. Note: instances of damage that result in police cases or litigation are covered by retention schedules in the Law Enforcement and Legal Services sections.	Originating Office/Bureau	If not litigated, retain 3 years after date of last action; if litigated, coordinate with City Attorney's Office		May contain confidential information	No	OAR 166-200-0390(5)
Administrative	ADM-0580	Public Notice Records	Records document compliance with laws requiring public notice of City government activities. Subjects include assessments, elections, land use changes, public meetings and hearings, sale of property, and others. Records include public or legal notices, certificates, affidavits of publication, and similar documents. SEE ALSO: CAA -0110 Competitive Bid Records	Originating Office/Bureau	3 years		Yes	No	OAR 166-200-0255(5)
Administrative	ADM-0590	Public Records Request Records	Records document requests for disclosure of public records and provides a record of City responses. Records may include but are not limited to requests for disclosure, types of records requested, request logs, notation of transfer of request to another jurisdiction, approvals, denials, copies of petitions to the District Attorney for review of denials of disclosure, District Attorney Orders to grant or deny disclosure, correspondence, City Attorney advice on what is exempt, subpoenas, and related documentation. NOTE: This schedule does not include the records produced as part of the request, only the transactional documentation of the request. Records produced during the request are copies of official records and can be retained as needed. Original records relevant to the request should remain in their original filing.	Office/Bureau responding to records request	2 years	May include any City Attorney advice related to fulfilling the request.	May contain confidential information.	No	OAR 166-200-0275(5)
Administrative	ADM-0600	Publications	Published records produced by or for the City or any of its agencies or programs. Most publications are intended for public distribution, but not all. Includes newsletters, pamphlets, brochures, leaflets, reports, studies, proposals, blogs and other on-line postings and similar outreach records. Does not include publications received from federal, state, private or other sources -- these publications as well as extra copies of City-produced publications should be retained as needed.	Originating Office/Bureau	(a) Routine publications, retain 1 year or until superseded or obsolete. (b) Submit one copy of publication to City Archives for permanent retention.		No	No	OAR 166-200-0235(12)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Administrative	ADM-0620	Reports - Annual or Major	<p>Reports and studies that document a program or primary functional activities and accomplishments of a City agency. May include reports or studies created by an outside entity at the request of a City office/bureau. Reports that are used as the basis for a broader report should use ADM-0630. Reports do not need to be widely distributed, but they do need to address an important function, activity, issue, or event.</p> <p>SEE ALSO: ADM-0060 City Council Ordinance, Resolution, Work Session and Report Records - Bureau Submissions ADM-0630 Reports and Documentation - Periodic Activity for reports documenting shorter periods of time. ADM-0940 Statistical Reports</p>	Originating Office/Bureau	Permanent	<p>Transfer 1 copy, upon publication or release, to City Archives; additional copies may be retained as needed.</p> <p>Drafts may be subject to disclosure, consult City Attorney's Office for guidance.</p>	May contain confidential information.	No	OAR 166-200-0385(4)
Administrative	ADM-0630	Reports and Documentation - Periodic Activity	<p>Documentation of daily, weekly, monthly, or other periodic City activities not covered in a more specific retention schedule. The documentation does not have to be a formal report or study; it may consist of internal notes or correspondence used for planning and budgeting, monitoring work or project progress, compiling annual reports, and other purposes. Usually tracks type of activity, employees and/or volunteers involved, time spent on activity, work completed, and related information in narrative or statistical form. May include reports or studies created by an outside entity at the request of a City office/bureau.</p> <p>SEE ALSO: ADM-0060 City Council Ordinance, Resolution, Work Session and Report Records - Bureau Submissions ADM-0620 Reports - Annual or Major ADM-0940 Statistical Reports</p>	Originating Office/Bureau	2 years	Drafts may be subject to disclosure, consult City Attorney's Office for guidance.	May contain confidential information	No	OAR 166-200-0385(1)
Administrative	ADM-0640	Requests and Complaints	<p>Records document general requests or complaints concerning a variety of City responsibilities. Information often includes complainant details, issue details, and resolution. Note: some complaints may become part of a bureau-specific case file and be subject to a longer retention period. Complaints specific to hazards, law enforcement, ordinance violations, building codes, and water quality are in other sections.</p> <p>SEE ALSO: HUM-0020 Employee Complaint, Grievance, Personnel Action and Appeal Background Records; LE-0190 IAD Complaints and Review Board Records; WTR-0130 Water Quality Complaint Records</p>	Office/Bureau responsible for addressing request or complaint	2 years after last action		Consult City Attorney's Office before releasing records.	No	OAR 166-200-0235(15)
Administrative	ADM-0660	Routing and Job Control Records	Records used to control the routine flow of documents and other items and actions in and between agencies in the City. Includes routing slips, job control records, status cards, receipts for records checked-out, batch slips, and similar records.	Originating Office/Bureau	1 year		No	No	OAR 166-200-0400(6)
Administrative	ADM-0670	Scrapbooks	Books or other collections document a chronological or similar record of City agencies. May contain photographs, newspaper or magazine clippings, commentaries, and other items pertaining to the activities, actions, and reactions of the City officials, personnel, and the public. Scrapbooks may have substantial historical value, consult City Archives for storage and retention.	Originating Office/Bureau	May have historical value. Archives and Records Management determines final disposition of scrapbooks.	Subject to review by the City Archives prior to destruction	No	No	PCC 3.76.030; ARC-ADM-8.01
Administrative	ADM-0680	Security Records	<p>Series documents security provided for agency buildings and grounds. Records include surveillance records, security logs, sign-in sheets, security reports, incident reports, and related records.</p> <p>SEE ALSO: FCO-0020 Video Surveillance Records ADM-0770 Visitor Logs</p>	Originating Office/Bureau	2 years		May contain confidential information	No	OAR 166-200-0405(4)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Administrative	ADM-0690	Seminar, Conference, Workshop and Event Records	Records document the design and implementation of any seminars, conferences, workshops, conventions, and similar gatherings that are attended by City personnel (both City sponsored and non-City sponsored). Often includes class descriptions, instructional materials, course outlines, enrollment and attendance records, reports, speeches, planning documentation, and related records. Records may be historical in nature. Consult Archives and Records Management prior to destruction. SEE ALSO: ADM-0010 Activity and Room Scheduling and Reservation Records	Originating Office/Bureau	3 years	Subject to review by the City Archives prior to destruction	No	No	OAR 166-200-0330(5)
Administrative	ADM-0710	Special Event and Celebration Records - Routine aspects of event	Records related to the routine organization and promotion of a City-sponsored special event or celebration. These often include lists, rosters, correspondence, volunteer information, and related records.	Originating Office/Bureau	2 years after event		No	No	OAR 166-200-0235(16)
Administrative	ADM-0720	Special Event and Celebration Records - Significant aspects of event	Records document City-sponsored celebrations of special and historic occasions such as the Washington Park Summer Festival, centennials, and similar events. Provides a record of planning and promotional efforts, public attendance and response, major speeches and dedications, and other aspects of the celebration. These records may include studies, publications, photographs, attendance summaries, final reports, and other documents.	Originating Office/Bureau	Permanent	City Archives must be consulted about the preservation of permanent records	No	No	OAR 166-200-0235(16)
Administrative	ADM-0730	Surveys, Polls, and Questionnaires	Records document the measurement of public or customer opinion for City related services, issues, actions, and concerns. May include surveys, polls, questionnaires, summaries, abstracts and related records. Examples of summaries include studies, which incorporate the significant results of public opinion surveys, abstracts of questionnaires designed to determine the skills and interests of citizens volunteering for City service, and other records, which distill survey data into summary form.	Originating Office/Bureau	Retain poll and questionnaire responses until summary report is created or 3 years, whichever is sooner.	Subject to review by the City Archives prior to destruction	Survey data may contain confidential information.	No	OAR 166-200-0235(17)
Administrative	ADM-0740	Timekeeping Records	Timesheets or other records documenting hours worked, leave hours accrued, and leave hours taken by City employees. SEE ALSO: ADM-0160 Grant Records for employee time records that use grant funds. ADM-0780 Work Schedules and Assignments	Office of Management and Finance - Payroll; SAP is the system of record	5 years	Bureau paper or electronic convenience copies: retain as needed once records are captured in timekeeping system	No	Yes	OAR 166-200-0295(3)
Administrative	ADM-0750	Vehicle Accident Records	Records document accidents involving City vehicles. May include dispatch reports with information about the incident. Photographs and correspondence also may be part of these records. SEE ALSO: For instances of damage that result in police cases, claims or litigation see retention schedules in Law Enforcement, Risk Management and Legal Services.	Originating Office/Bureau	(a) If litigated, coordinate with City Attorney's Office; (b) If not litigated, retain 3 years	Consult Risk Management and City Attorney's Office for guidance.	May contain confidential information	No	OAR 166-200-0390(1)
Administrative	ADM-0760	Vehicle Title and Registration Records	Records document the ownership and registration of City vehicles with the Oregon Division of Motor Vehicles.	Office/Bureau that holds the vehicle title and/or registration	(a) Titles, retain until vehicle is sold or disposed of; (b) Registration records, retain until superseded or disposition of vehicle		No	No	OAR 166-200-0300(12)
Administrative	ADM-0770	Visitor Logs	Records document visitors to City buildings. Records may include visitors' names, visitor badges issued, and entrance and exit times. Logs may contain personally identifiable information (PII). SEE ALSO: ADM-0680 Security Records; FCO-0020 Video Surveillance Recordings	Originating Office/Bureau	1 year		May contain confidential information	No	OAR 166-200-0405(6)
Administrative	ADM-0780	Work Schedules and Assignments	Records document the scheduling and assigning of shifts, tasks, projects, or other work to City employees. May include calendars, schedules, lists, charts, rosters, employee time surveys, and related records. Also includes rosters and similar records documenting vacation schedules. SEE ALSO: ADM-0740 Timekeeping Records.	Originating Office/Bureau	2 years		No	No	OAR 166-200-0400(2)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Administrative	ADM-0790	City Awards and Recognitions	Awards and recognitions presented to the City from groups outside of the City. Records include applications for the award and publiCity about the award. Examples include green cities, streetcars, etc. See Retention Notes for more information on handling plaques and trophies.	Originating Office/Bureau	(a) Applications and submitted records, retain 5 years; (b) Notification of Award, retain 10 years.	Consult the City Archives on retention of plaques and trophies. They may be historically valuable.	No	No	OAR 166-200-0235(1)
Administrative	ADM-0800	Program Accreditation Records	Records document the evaluation, certification, and accreditation of an agency program by a nationally or regionally recognized accrediting organization. Records may include but are not limited to self-evaluation reports; reports sent to accrediting organization; statistical data; evaluation reports; final accreditation reports and certifications; and related documentation and correspondence. Some records in this series may have historic value. SEE ALSO: ADM-0500 Professional Membership Records	Originating Office/Bureau	Retain current and one previous accreditation cycle	For records stored at PARC, bureau submitting records must review after 2 years.	No	No	OAR 166-200-0330(4)
Administrative	ADM-0810	Public Programs Education Records	Records related to the design and implementation of educational and outreach programs and presentations provided to the public by the City. Often includes class descriptions, instructional materials, course outlines, class enrollment and attendance records, reports, speeches, audio-visual records, and related documentation. SEE ALSO: ADM-0550 Program Projects and Initiatives (Major) ADM-0560 Program Projects and Initiatives (Minor)	Originating Office/Bureau	3 years	Subject to review by the City Archives prior to destruction	May contain confidential information	No	OAR 166-200-0235(13)
Administrative	ADM-0820	Participant Registration and Attendance Records	Records document participant registration and attendance in various City sponsored events, activities, and classes. Records may include registration forms or cards, class or activity rosters, and related documents. Information usually includes name, dates, and times of class or activity, fee paid, and name, address, phone number, and signature of participant. Further information may include pertinent medical data, date of birth, signature of parent or guardian, and other data. SEE ALSO: ADM-0690 Seminar, Conference, and Workshop Records	Office/bureau providing the course/class	3 years		May contain confidential information, including medical information.	No	OAR 166-200-0235(9)
Administrative	ADM-0840	Alarm Licensing/permit Records	Records document the licensing, management, and use of security alarms. Licenses and permits usually procedures, false alarm documentation, contact lists, and related data. SEE ALSO: FCO-0010 Facility Operations Records	Office/bureau permitting the alarm	(a) Alarm licensing and permit records, retain 3 years after expiration; (b) All other records, retain 2 years.		Consult City Attorney's Office before releasing records.	No	OAR 166-200-0350(4)
Administrative	ADM-0850	Independent Police Review Case Files	Records document investigations of Police Bureau personnel for violations of laws, rules, or policies and may include findings and dispositions of investigations. Records often contain complaints, correspondence, investigatory reports, interviews, hearing summaries and testimony, and related documents. Information usually includes name of employee investigated, reason, location of violation, date, accomplices' names and addresses, witnesses' names and addresses, action taken, and related data.	IPR	(a) Investigations resulting in termination, retain 10 years after employee separation; (b) Investigations resulting in disciplinary action or exoneration, retain 3 years after resolution; (c) Unfounded investigations, retain 3 years.		Yes	Yes	OAR 166-200-0350(51)
Administrative	ADM-0860	Oaths of Office	Signed oaths taken by various elected and appointed officials before discharging duties of office, also used for other City employees as needed. Information typically includes date, name, office held, text, and signatures.	office/bureau conducting the swearing in	6 years after most recent oath expired.		No	Yes	OAR 166-200-0380(10)
Administrative	ADM-0870	Records Management Records	Records document actions taken to organize, preserve, retain and destroy public records. Records include destruction lists, shelf lists, RANs, and retention schedules.	Archives and Records Management	(a) Destruction Reports, Records Activity Notices and Retention Schedules, retain permanent, (b) Records Center Shelf Lists retain until superseded or obsolete		No	No	OAR 166-200-0380(15)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Administrative	ADM-0880	Microfilm Quality Control Records	Records document that microfilm produced by or the City conforms to the specifications required by Oregon Administrative Rules 166-025-0005 to 166-025-0030. Records may include but are not limited to microfilmed records lists, microfilm reel indexes, service bureau transmittals, film inspection reports, methylene blue certifications, camera/processor/duplicator inspection reports, equipment and operator logs, and correspondence.	Office or bureau creating the microfilm	Retain for same period as the microfilmed record		No	No	OAR 166-200-0380(9)
Administrative	ADM-0890	Work Orders	Records document requests and authorizations for needed services and repairs to City property and equipment. Examples include copy center work orders, printing orders, telephone service and installation requests, repair authorizations, and similar records.	Office/bureau doing the work	(a) Work completed by City personnel, retain 1 year; (b) Work completed by outside vendors, retain 3 years.		No	No	OAR 166-200-0400(7)
Administrative	ADM-0900	Convenience Copy	Extra copies of a document preserved for convenience of reference (ORS 192.005(5)(b)(d). A copy of an official record.	None - these are non-records and should be destroyed as soon as possible or at any time prior to the retention date of the original.	Retain as needed, but no longer than retention period of the original Record Copy.	Used to classify documents that are used purely for reference	Convenience Copies have the same confidentiality as the record copy	No	ORS 192.005(5)(b)(d)
Administrative	ADM-0910	Reference Materials	Materials received from outside of the City used as reference to work done at the City, but not considered a public record. Examples include professional publications, library-like materials, and other referential items.	bureau maintaining these records	retain as needed	Subject to review by the City Archives prior to destruction	No	No	ORS192.005(5)(d)
Administrative	ADM-0920	Historically Significant Records (Archival)	Series is used to identify groups of records that have historical significance. Series is applied to classifications to ensure long-term retention of materials that otherwise would have a shorter term retention based on their retention schedule. This schedule is only applied by Archives and Records Management Staff in exceptional cases.	Originating Office/bureau	Permanent - Historical	Must contact Archives and Records Management	Depends on original series	Yes	PCC 3.76.030; ARC-ADM-8.01
Administrative	ADM-0930	Liquor Licensing Records	Series documents the issuance of liquor licenses for events, establishments, and outlets. Series also documents work completed by the City or its agents to notify neighbors of impending liquor license applications. Records may consist of business information form, City liquor licensing application form, notification lists, and correspondence with the Oregon Liquor Control Commission and the Portland Police Bureau.	Office or bureau overseeing liquor license; or Office or bureau overseeing notifications	2 years after approval or denial of license application		No	No	OAR 166-200-0300(6)
Administrative	ADM-0940	Statistical Reports	Records document the compilation of statistical data about City functions. Data may be compiled on a daily, weekly, monthly, quarterly, and/or annual basis and may be used for analysis, evaluation, and budget development purposes. SEE ALSO: ADM-0620 Reports - Annual or Major ADM-0630 Reports and Documentation - Periodic Activity	Office or bureau compiling statistics	Retain data instruments used to compile statistics until statistical report completed; Retain daily and weekly reports until compiled into monthly reports; Retain monthly and quarterly reports 1 year; Retain annual reports 10 years (1 copy must be sent to Archives).		May contain confidential information.	No	OAR 166-200-0385(20)
Administrative	ADM-0950	Ombudsman Records	Records document contact and complaints received by the Ombudsman.	Ombudsman	Retain 5 years after last action		Yes	No	OAR 166-200-0235(15)
Assessments, Liens & Foreclosures	ALF-0010	Assessment Assistance and Deferral Records	Records document various types of assessment deferrals for City improvements such as those for qualifying property owners 62 years of age or older as described in ORS 311.702 through 311.735. Includes applications, deferral claims, statements, financial documents, and other documentary proof showing satisfaction of requirements.	Office or bureau overseeing deferrals	3 years after final payment		Yes	Yes	OAR 166-200-0225(1)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Assessments, Liens & Foreclosures	ALF-0020	Assessments and Liens Project Files	Records document the City's assessment of property for the purposes of applying a lien. Projects include LIDs, SDCs, sidewalks, and other types of assessment-related projects. Information may include name and address of property owner, tax map and lot number of assessed property, description of property, total assessment, terms, amount paid, interest paid, principal balance paid, and related data. SEE ALSO: FIN-0050 City Improvement Administrative and Financial Records	Assessments and Liens	Permanent		No	Yes	OAR 166-200-0215(2)
Assessments, Liens & Foreclosures	ALF-0030	Bankruptcy Records	Records document the notification to the City that certain individuals have filed for bankruptcy. Used to determine if the individual owes money to the City and to file notice or claim with the court. Records may include notices of bankruptcy filings from U.S. Bankruptcy Court. Information may include debtors name, accounts information, prepared repayment plan, and related documentation.	Office or bureau overseeing deferrals	3 years from discharge of debt		Yes	Yes	OAR 166-200-0225(2)
Assessments, Liens & Foreclosures	ALF-0040	Foreclosure Records	Series is created to document foreclosure on property due to nonpayment of a City lien. Record contains letters and notices, proof of mailing, title reports, correspondence, sales records, and notices of publication.	The City Treasurer maintains the Council-approved foreclosure lists and property case file for the life of the record. Property transfers are recorded at the County.	10 years after last action		No	No	OAR 166-200-0215(11)
Assessments, Liens & Foreclosures	ALF-0050	Lien Accounting and Batch Transactions	Records document liens issued by the City to collect for unpaid assessments or services. Examples of services may include but are not limited to enhancements associated with local and special improvement districts or nuisance abatements. Information usually includes notice to property owner, copies of bills, description of property, amount of assessment, and payments made.	Office or bureau overseeing deferrals	(a) Docket and assessment, retain Permanent; (b) Billing and correspondence, retain 3 years after lien paid in full		Yes	Yes	OAR 166-200-0225(3)
Audit Services	AUS-0010	Audits	Audits are used to summarize and make available audit findings. The audits analyze and provide objective information to City officials, management, and the public. Records include report which documents audit findings, study approach, potential savings, revenue enhancements, management controls and improvements to City operations. Includes audits conducted by entities outside of the City of Portland. See Retention Notes for disclosure information.	Bureau of office responsible for audit. Audit Services is the Office of Record for all audits conducted by the Auditor's Office.	(a) Audit Report: Permanent (b) Job records, work papers, and bureau responses: 10 years;	On-going audits may be exempt from disclosure. Consult the City Attorney's Office for advice on disclosure of draft or on-going audit records.	No		OAR 166-200-0215(10)
Legal Services	LGL-0010	General/Tort Claim Litigation	Records document legal proceedings by City Attorney's Office on behalf of City and its employees involving risk management, land use, collections/business license, code enforcement, constitutional matters, forfeitures, bankruptcy, construction law, environmental law and litigation matters. May include Circuit Court, Federal Court, Land Use Board of Appeals, Court of Appeals and Supreme Court cases. May include pleadings, summons, reports, photographs, correspondence, law notes, medical records, police reports, investigation material, risk management records, orders and judgments, staff reports, planning, engineering and financial records and other information. Major series includes litigation with policy or historical significance.	City Attorney's Office	(a) Major: Permanent; (b) Minor: 10 years after case closed, dismissed, or date of last action		Yes	Yes	OAR 166-200-0275(1)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Legal Services	LGL-0020	Legal Subject Records	Records document legal subject work by City Attorney's Office for City bureaus and agencies other than litigation records. Matters under this series include work on issues including but not limited to land use, transportation and maintenance, Council proceedings, public records, contracts, and legal research on such matters. Major series includes legal subject work on long-term or policy matters with permanent value or issues of historical importance.	City Attorney's Office	(a) Major: Permanent; (b) Minor: 10 years after date of last action or contract expiration		Yes	Yes	OAR 166-200-0275(1)
Legal Services	LGL-0030	City Attorney Opinions	Series records formal legal interpretations and opinions to City elected officials, bureaus, agencies or commissions. Contains correspondence with requestor that analyzes the issue and law involved.	City Attorney's Office maintains Record Copy of all opinions.	Permanent	All (Original, Bureau-held, or convenience copy) legal opinions should be clearly marked as such to ensure proper retention and disclosure.	Yes	Yes	OAR 166-200-0275(4)
Legal Services	LGL-0040	Tort Claim Records	Records document preparatory actions for possible claim after the Tort Notice has been filed. Includes tort claim investigations and law notes.	Risk Management or City Attorney's Office	5 years if not litigated. If litigated, transfer to General/Tort Claim Litigation		Yes	No	OAR 166-200-0275(7)
Legal Services	LGL-0050	Tort Claim Notices	Records document the notification given to the City of potential suits against it. ORS 30.275 requires these to be filed with the City before a potential claimant can bring certain actions against the City. Information includes notification stating the intent to sue, parties involved, date, the reason the suit is being filed, list of parties notified, and related information.	City Attorney's Office	3 years after claim closed		Yes	No	OAR 166-200-0275(7)
Legal Services	LGL-0060	Labor Records	Records document legal actions concerning employment, labor, personnel, and employee matters, and to record City negotiations with employee unions. May include correspondence, law notes, Bureau of Labor and Industries complaints, pleadings, City service records, union documents and other pertinent data. Does not include labor contracts or minutes. SEE ALSO: HUM-0210 Collective Bargaining Records	City Attorney's Office	75 years after contract expires		Yes	Yes	OAR 166-200-0265(1)
Legal Services	LGL-0070	Pleading Chronological Records	Records document pleadings filed by the City Attorney's Office in litigation and proceedings with courts and administrative agencies. Pleadings are documents that communicate with courts and other parties about legal matters. They include case caption, attorney of record, date of issuance and text. These are convenience copies.	City Attorney's Office	2 years	These records are no longer being created.	Yes	No	OAR 166-200-0385(1)
Legal Services	LGL-0080	Law Enforcement Operations Video Records	Records document the gathering of audio/visual information during law enforcement actions. Records include broad capture of crowds, events, and any action in which law enforcement uses video that records people. NOTE: Records must conform to the standards in ORS 181A.250	Portland Police Bureau and City Attorney's Office	(A) Police retain the raw video for 30 days maximum. Any part of the video pertaining to a crime must be retained with the case file for the retention period applicable to that crime. (B) City Attorney's Office retains video not related to civil litigation for a maximum of 30 months. If the video is relevant to litigation, the relevant portions are retained for the applicable period for litigation records.	This retention schedule is only valid for video recordings that conform to the requirements in ORS 181A.250	Yes	No	OAR 166-200-0405(5)(a)(b)(c)
City Council	CCO-0010	City Charter	Constitution, bylaws, and all amendments to City charters approved by the City Council. Generally includes original charter, amendments and related records.	Office of the City Auditor	Permanent		No	Yes	OAR 166-200-0380(2)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
City Council	CCO-0020	City Code	Codified Ordinances passed by the City Council. Provides reference to all City laws for information and enforcement. Information may include Ordinance numbers, amending Ordinance numbers, City Code numbers and text.	Office of the City Auditor	Permanent		No	Yes	OAR 166-200-0380(3)
City Council	CCO-0030	Council Ordinances	Legislative action of the City Council to regulate, require, prohibit, govern, control or supervise any activity, business, conduct, or condition authorized by Oregon Revised Statutes. May also include documentation presented to support action.	Office of the City Auditor	Permanent		No	Yes	OAR 166-200-0380(12)
City Council	CCO-0040	Council Resolutions	Formal statements of decisions or expressions of opinions adopted by the City Council. Information includes date, number and text.	Office of the City Auditor	Permanent		No	Yes	OAR 166-200-0380(16)
City Council	CCO-0060	City Council Records	Records include Council agendas, exhibits, presentations, member absence notifications, minutes and recordings. Records support the functioning of the City Council and document the meetings held, the legislative and administrative matters being brought forth, notification regarding absences, exhibits and presentations brought to Council, and recordings of proceedings.	Office of the City Auditor	(a) Agendas, presentations/exhibits, and minutes retain permanently; (b) Absence notifications, retain 5 years; (c) Recordings retain 1 year after minutes prepared or approved.		No	Yes	OAR 166-200-0235(5)(a)(b)(c)(d)
City Planning and Development	CPD-0010	Annexation Records	Records document the annexation of areas into municipal boundaries. Records may include staff reports, petitions, surveys, boundary commission recommendations/judgements, census reports, maps, and correspondence. Records may be used to document annexation projects or to determine dates of annexation. Maps indicate boundaries, annexation dates, annexation areas, and annexation numbers.	Bureau of Planning and Sustainability	Permanent		No	Yes	OAR 166-200-0380(1)
City Planning and Development	CPD-0020	Comprehensive Plan Records	Records indicate the types of uses and activities allowed in particular land designations. Records are used to guide long-term City growth and development, including planning urban growth boundaries, and to comply with state and federal laws. Usually contains public hearings records, plans, amendments, staff reports, periodic review records, maps, photographs, and other related records. This schedule also covers monitoring records, such as records related to the comprehensive plan that are not plan components or supporting documents. Examples include studies monitoring the gain or loss of housing, employment, or environmental amenities; evaluations of plan policy and implementing measures; and mailing lists, staff reports, memoranda, and meeting minutes. SEE ALSO: CPD-0030 Long-term Planning Records	Bureau of Planning and Sustainability	Permanent		No	Yes	OAR 166-200-0320(1), (10)
City Planning and Development	CPD-0030	Long-term Planning Records	Records document efforts at long-term planning for City bureaus. Records include plans, maps, policies, staff reports, and other records related to the planning. Examples of projects may include community, neighborhood, and area plans; transportation plans; design guidelines; environmental studies and plans; cultural and historic resource studies and plans; and economic and industrial analyses and development plans. Records include plans, reports, zoning code maps and changes, correspondence, drawings, and other similar records, as well as brochures, agendas, workshop material, surveys, memos, correspondence, public meeting notices, minutes, and handouts. Includes Address Map Records which document the plotting and recording of new addresses in the City. Records are used to assign addresses to new lots and subdivisions. Records include maps that list official addresses of lots within City and urban areas. SEE ALSO: CPD-0020 Comprehensive Plan Records	Originating Bureau	Permanent		No	Yes	OAR 166-200-0320(10)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
City Planning and Development	CPD-0040	Building and Zoning Code Hearings and Appeals	Records document decisions made by the Administrative Appeal Board and/or the Board of Appeals (Big Board) regarding specific property. Minutes include date of meeting, addresses, owners, appellants, type of work appealed and decision. Exhibits include documents, photographs and other materials submitted to the Board to clarify or support each party's position. Does not include Land Use Appeals. SEE ALSO: CPD-0120 Land Use Review (LUR) Records	Bureau of Development Services	(a) Minutes, agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in City records), retain permanently; (b) Audio or visual recordings, retain 1 year after minutes prepared and approved; (c) All other records and exhibits not pertinent to minutes, retain 5 years.		No	Yes	OAR 166-200-0250(1)
City Planning and Development	CPD-0050	Building and Zoning Code Violation Records	Records chronicle construction code, zoning code, and dangerous, at-risk or fire-damage building cases from initial request and inspection process through final disposition. Records may include investigation request, field notes, background information on property ownership, search warrants, photographs and images, correspondence and other related documents. If records are being prepared to go or have gone through the hearings process, then records may also include hearing notice, copy of complaint, exhibit material, mailing and/or posting notifications and other similar records.	office or bureau issuing citation	10 years after last action	Information regarding complainant is exempt from disclosure. Copy of records must be provided upon request with complainant information redacted.	See Notes	No	OAR 166-200-0250(2)
City Planning and Development	CPD-0060	Certificates of Occupancy	Certificate is filled out upon final inspection to serve as notice of completion and recognizing compliance with City Codes and Ordinances. Certificate includes location, date, owner permit number, construction type and signature of inspector. SEE ALSO: FCO-0010 Facility Operations Records	Bureau or office conducting inspection.	Life of the structure		No	Yes	OAR 166-200-0250(7)
City Planning and Development	CPD-0070	Building Inspection Records	Records documenting on-site visits by inspectors in preparation for issuing final approval of completed work in a building. May include correspondence, inspection logs and comments noted as construction progresses.	Bureau or office managing the inspection	(a) Final inspections, retain for the life of the structure; (b) All other inspections, retain 2 years. (c) Sanitation and holding tank system records, retain 20 years after (Permanent) decommission or abandonment. (d) Index, retain permanent	File records with different retention periods separately.	No	Yes	OAR 166-200-0250(3)
City Planning and Development	CPD-0080	Building Permit Applications	Records document the application process to request that a permit be issued for work requiring a City permit. Series is used to issue proper permits to applicants or their representatives. Application may include address of permit site, owner, name of applicant, type of structure, type of permit, contractor information, owner information, fees paid, permit number, basic information about work to be done, etc. Record copy is stored electronically. SEE ALSO: CPD-0090 Building and Construction Permit Records	Bureau of Development Services	(a) If permit issued, retain 2 years; (b) If no permit issued, retain 180 days.		No	No	OAR 166-200-0300(1)
City Planning and Development	CPD-0090	Building and Construction Permit Records	Records document authorization for new and existing buildings and structures including construction, and modifications. Records include sign, demolition, and trade permits; plumbing, electrical, and mechanical, and other related work. Series is used to verify the type of work permitted to be done under City and State Codes. Permit is a computer record and usually includes permit number, address of job site, owner information, contractor information, legal description, type of work done, comments, etc. SEE ALSO: CPD-0080 Building Permit Applications	Bureau of Development Services	(a) Permits for completed structures, retain for the life of the structure; (b) Demolition permits, retain 10 years after demolition; (c) All other permits, retain 2 years after voided or cancelled.		No	Yes	OAR 166-200-0300(2)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
City Planning and Development	CPD-0100	Building Plans	Records consist of the blueprints and specifications submitted by building contractors or owners applying for a permit to construct a commercial, industrial or residential structure. Series is used for enforcement of building codes and code compliance. Series may be used as a reference at a later date for modifications to the structure. Specifications give detail providing type, grade, brand of materials and methods to be employed. Records include copies of blueprints and plans and specifications which give detail providing type, grade, brand of materials and methods to be employed. Records may include details related to temporary facilities, job clean-up, deadlines, conditions, etc. Plans may include plan review check sheets and calculations if appropriate. Examples include FM 41 seismic improvements, ADA, phased seismic agreements, FEMA 17, other evaluation reports, life safety issues/deficiencies agreements, and other similar records. SEE ALSO: FCO-0010 Facility Operations Records	Bureau of Development Services	(a) City-owned, If permit issued and structure completed, retain for the life of the structure; (b) Non-residential, if permit issued and structure completed, retain 10 years after demolition; (c) Residential, if permit issued and structure completed, retain 2 years after demolition; (d) If no permit issued, retain 180 days after the permit is void; (e) If permit issued, but structure not started or under inspection retain 2 years after the permit is void; (f) If the permit is issued, but structure not completed or permit expired, retain 5 years after the void date.		No	Yes	OAR 166-200-0250(4), OAR 166-200-0250(5), OAR 166-200-0250 (6)
City Planning and Development	CPD-0110	Flood Plain Records	Records document the development of the Flood Plain Policy. Records include elevation certificates, flood proofing certificates, correspondence, background information, maps, plans, reports, map changes, LOMA's, etc.	Bureau of Development Services	(a) Permits and elevation certificates, retain 10 years after the life of structure or until area determined not to be a flood plain, whichever is longer; (b) All other records, retain 10 years.		No	No	OAR 166-200-0300(4)
City Planning and Development	CPD-0120	Land Use Review (LUR) Records	Series is created to document the applications and decisions in land use cases which require special review. Records include application, site plans, zoning maps, notifications, reports, final decisions, supporting documents, responses from citizens, interpretations, etc. If the case has been appealed to Council the record may include appeal and report to Council, Hearings records, Council Documents and acceptance. Examples of Land Use Review records include Adjustments (ADJ), Alternative Design Adjustments (ADA), Convenience Store Review (CSR), Conditional Use (CU), Design Review (DZ), Greenway Permits, Minor Partitions (MP), Planned Unit Development (PUD), Site Review (SRZ), Historic Landmark Review (HLDZ), Subdivisions (S), Superblock Review (SB), Variance Records (VZ), Zone Changes, Plan Amendments, Revocable Permits, etc. SEE ALSO: CPD-0040 Building and Zoning Code Hearings and Appeals	Bureau of Development Services	(a) Permanent (includes Minutes, Agendas, and Exhibits); (b) Audio, Video Recordings, retain 1 year after minutes prepared or approved; (c) Exhibits not pertinent to minutes, and Other Records. retain 5 years	Other records, as defined by this series, are subject to review by the City Archives prior to destruction	No	Yes	OAR 166-200-0320(3)
City Planning and Development	CPD-0130	Historic Building and Landmark Records	Records contain information on individual landmarks and historic districts. Series is used to document historic landmarks according to Code 33.120. Records include landmark requests, acceptances, denials, and possible additional landmark sites. Records include historic districts, National Register properties, state and local historic records.	Bureau of Development Services	Permanent		No	No	OAR 166-200-0340(4)
City Planning and Development	CPD-0140	Land Feasibility Studies	Inspector's record used to determine the suitability of land for construction purposes. Records include application, site plan, site evaluation report, intended use and zoning approval, soil information, water availability, soil characteristics, recommendations, etc. Series includes on site sewage disposal records, variances, appeals and other similar records.	Bureau or office conducting the inspection	(a) If approved and City conditions met, retain permanently; (b) If not approved, retain 10 years after expiration or revocation; (c) Withdrawal request letters, retain 3 years; (d) Withdrawn applications, retain 180 days if not returned to applicant at time of withdrawal.		No	no	OAR 166-200-0320(14)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Code Enforcement and Hearings	CEH-0010	Ordinance Violation Case Files	Records document the City's actions on code and/or ordinance violation complaints filed by City staff, and appeals by citizens of actions by the City. Records include code violation complaints, citizen appeals, hearing notices, Findings and Orders, correspondence, exhibits submitted by the parties, indexes, etc. This schedule is used for all property maintenance violation complaints and enforcement actions including residential, non-residential, nuisance, sewer breaks, DVPP, and appeals by actions to the City. Use for exclusions, noise violations, and other non-land use applications. Key Terms: Ordinance; Laws	Office conducting the hearing or resolving the complaint.	(a) Cases with notices of violation or citation issued, retain 10 years after case closed or after exhaustion of appeal; (b) cases with a lien, retain 10 years after case closed, appeals exhausted, or lien dismissed or paid in full; (c) Records of citations not issued, retain 1 year after date of last action.	Informant names and complainants information must be scrubbed from record when providing copy to defendant.	May contain confidential information.	No	OAR 166-200-0290(11)
Contracts and Agreements	CAA-0020	Contracts	Records document contracts that have historical importance and/or document vital transactions that are essential to protect the rights and interests of the City and of the individuals directly affected by its actions, such as real property transactions and significant financial transactions. Series also includes contracts for cooperation with other government agencies for public works, property development and other projects. Records include contracts, amendments, bonds, insurance, correspondence and other related records filed by companies doing business with the City of Portland. Examples of major construction are: infrastructure (roads, sewers, water systems etc.); bonds; grants; City-owned structures; local improvement districts (LIDs); emergency planning. Examples of minor construction are: sidewalks, interior remodeling, partial exterior remodeling, infrastructure projects under \$100,000. Examples of service and supply contracts are: research, technical, advisory and professional services supplied by private persons, businesses, or other agencies, and for service or maintenance of equipment, leases, purchasing contracts, and other contracts not included as part of Intergovernmental Agreements and Construction contracts. Records related to the oversight and management of a contract are maintained by the bureau using the contract to conduct work. Retention periods for oversight and management records are the same as the initial contract. SEE ALSO: HUM-0210 Collective Bargaining Records CAA-0040 Agreements	Auditor's Office for all contract documents that are processed through SAP contracts module. Bureau is responsible for maintaining records of contract documents not filed with Auditor via SAP contracts module and must use the retention periods specified above.	(a) Major or historical, retain Permanent; (b) Construction, 10 years after substantial completion; (c) Professional, Technical and Expert Services or Supply, retain 6 years after expiration		May contain confidential information.	Yes	OAR 166-200-0265(3)
Contracts and Agreements	CAA-0030	Cable and Utility Franchise Records	Records document the management of franchise agreements and monitoring activities of cable companies. Records include copies of franchise application, requests for proposals and responses, policy documents, annual reports, consultant reports, news clippings, annual reports, quarterly reports and records of utilities as per City Code, charter and franchise ordinances.	Bureau or Office managing the agreement	6 years after expiration	Subject to review by the City Archives prior to destruction	No	Yes	OAR 166-200-0265(4)
Contracts and Agreements	CAA-0040	Agreements	Records document the signed agreement between two parties in which the City is one of those parties. Examples includes, Good Neighbor Agreements, Intergovernmental Agreements (IGA), Memos of understanding and Mutual Assistance Agreements. Records include signed agreements, drafts, supporting documentation. The agreements may or may not have the binding power of a contract. Good Neighbor Agreements are voluntary. SEE ALSO: ENV-0010 MS4/NPDES and Industrial Stormwater Permitting ENV-0110 Industrial Pretreatment Permits and Local Limit Records CAA-0020 Contracts	Bureau or office signing the agreement	(a) Intergovernmental Agreements retain permanent; (b) All other agreements, retain 6 years after expiration, then send to Archives.	Subject to review by the City Archives prior to destruction	No	No	OAR 166-200-0265(3)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Contracts and Agreements	CAA-0050	Property Leases	Series is used to maintain original leases and correspondence related to tenancy in which the City is either the lessor or lessee. Series includes "in-leases", space leased from private or other government agencies for City bureaus; "out-leases", City owned space rented to private or other government agencies; and "sub-leases", space owned by other government agencies for which the City is acting as the leasing agent.	Bureau or office administering the property	(a) Leases denied or not completed, retain 2 years; (b) All other leases, retain 6 years after expiration.		No	Yes	OAR 166-200-0265(6)
Contracts and Agreements	CAA-0060	Rental and Loan records	Records document the rental or loan of City-owned facilities or equipment. Examples include short term rental of facilities and structures as well as rental or loan of sports equipment, tools, gardening implements, and other items. Records often include applications, calendars, lists, receipts, and related documents. SEE ALSO: ADM-0010 Activity and Room Scheduling and Reservation Records	Bureau or office managing the loan, rental or asset being loaned or rented.	3 years		May contain confidential information.	No	OAR 166-200-0265(7)
Contracts and Agreements	CAA-0070	Right-of-Way Lease Records	Series created to record lease payments and agreements and to administer conditions/restrictions/regulations of leased areas. Records consist of leases of subsurface of right-of-way, air rights above right-of-way and right-of-way beneath bridges and overpass. It includes correspondence, records of lease payments, insurance, Ordinances authorizing leases and original lease document.	Bureau or office administering the lease.	(a) Construction related records, retain 10 years after substantial completion (as defined by ORS 12.135(3)) of project, or 10 years after term of lease (b) All other records, retain 3 years after expiration, revocation, or discontinuance of use.		Other records may contain confidential information.	No	OAR 166-200-0300(9)
Contracts and Agreements	CAA-0080	Waivers of Remonstrance Related to City Improvements or Infrastructure	Records are used to document the waiver of property owner to remonstrate improvements for streets, sidewalks and sewers. Series includes petitions, correspondence and other information on specific projects. Record may also include indexes, logs and maps that are used to track waivers.	Bureau or office overseeing the improvement project; typically held by Water, Environmental Services or Transportation.	(a) Related to City improvements, retain Permanent; (b) Other types of remonstrances, retain 6 years after expiration or revocation of agreement		May contain confidential information, including financial information.	Yes	OAR 166-200-0380(17)
Contracts and Agreements	CAA-0090	Water Rights Records	Records document the administration of water rights. Records may include applications, compliance conditions, permits, leases, transfers and related information.	Bureau or office administering water rights for the City of Portland. Records may be maintained by the State of Oregon Water Resources Department.	Permanent		No	Yes	OAR 166-200-0265(3)
Contracts and Agreements	CAA-0110	Competitive Bid Records	Records document the publication, evaluation, rejection and award of quoted bids to vendors and other entities. Records may include but are not limited to requests for proposals (RFPs), requests for qualifications (RFQs), invitations to bid (ITBs), requests for information (RFIs), bid exemption documents, bid and quote lists, notices of bid opening and award, comparison summaries, spreadsheets, tabulation worksheets, bid advertising records, tally sheets, bid specifications, correspondence, and related records. SEE ALSO: ADM-0580 Public Notice Records	Office/Bureau managing the selection process	(a) Accepted City improvement bids retain 10 years after substantial completion; (b) All other accepted bids retain 6 years after bid awarded or canceled; (c) Rejected Bids: 2 years after bid is awarded, cancelled or rejected; (d) other supporting materials: retain as needed		Consult City Attorney's Office before releasing records.	No	OAR 166-200-0265(2)
Elections and Lobbying	EAL-0010	Lobbyist Reporting	Records document lobbyist and lobbyist employer activities and are used to report these activities to the Oregon Government Ethics Commission. Records may include but are not limited to expenditure reports, registration statements, termination records, guidelines, and correspondence.	Elections division	5 years after last activity		No	No	OAR 166-300-0015(15)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Elections and Lobbying	EAL-0020	Political Consultant Reporting	Records document political consultant services related to campaigns of elected officials and successful candidates for City office. Records may include registration reports for political consultants, quarterly statements for elected officials, report amendments, termination statements, guidelines, correspondence, and program enforcement.	Elections Division	6 years after last action		No	No	OAR 166-300-0015(15)
Elections and Lobbying	EAL-0030	Abstract of Votes (Record of Elections)	Records document election results for general, primary, emergency, and special elections. Information includes candidate name/ballot title, precinct name, total votes per candidate/ballot title, total per precinct, under/over votes, and certification by County Clerk.	Elections Division	Permanent		No	Yes	OAR 166-200-0375(1)
Elections and Lobbying	EAL-0040	Candidate Filing Records	Includes all necessary information required to be filed by a candidate or governing body for primary, general, emergency, and special elections. May include petition of nomination, declaration of candidacy, filing forms for City and county voters' pamphlet, notice of measure election, and withdrawal of candidates.	Elections Division	6 years		No	Yes	OAR 166-200-0375(2)
Elections and Lobbying	EAL-0050	Certificates of Nomination and Election	Series serves as proof of nomination and election of candidates who have participated in elections process for City offices. Certificate includes name, and date of election.	Elections Division	Permanent	Filed separately from the Candidate Filing Records	No	Yes	OAR 166-200-0375(1)
Elections and Lobbying	EAL-0060	Charter Amendments and Measures	Series is a copy of all charter amendments and measures referred to voters and copies of ballots issued for City elections. Record includes exact wording of amendments and measures presented to voters. Sample ballots may include vote tallies for candidates and issues.	Elections Division	Permanent	Subject to review by the City Archives prior to destruction	No	Yes	OAR 166-200-0375(5)
Elections and Lobbying	EAL-0070	Contribution and Expenditure Records	Records document contributions and expenditures by candidates or political action committees if filed with the City. Includes statement of organization, amount, source, and detail of expenditures. May also include receipts for expenditures and supplemental reports.	Elections Division	(a) Statement of organization, retain permanent; (b) Reports, retain 10 years after last activity		No	No	OAR 166-150-0035(4)
Elections and Lobbying	EAL-0080	Elections Committee Organization Records	Statement of organization of campaign committees for candidates or issues in City Elections. Series is used to track campaign committees for City offices and issues. Records include completed state election forms which authorize the formation of candidate, measure and other political action committees.	Elections Division	(a)Statement of Organization, retain Permanent; (b) Other records, retain 6 years		No	Yes	OAR 166-200-0375(2)
Elections and Lobbying	EAL-0090	Initiative, Referendum and Recall Petitions	Records document the initiative, referendum, and recall process by which voters propose laws and amendments to the State Constitution, refer an act of the Legislature or other governing body to a vote of the electorate, or recall a public official. Includes petitions, signature sheets, summaries of signature verification, text of proposed law, amendment, or response from public official.	Elections Division	(a)Petitions qualified to Ballot, retain Permanent; (b) Signature verification, petitions not qualified for ballot, and signature sheets, retain 6 years after election	Subject to review by the City Archives prior to destruction	No	Yes	OAR 166-200-0375(5)
Emergency Communications	ECS-0010	9-1-1 Operational Data Management Records	Records document the handling of all incoming calls and dispatch of emergency vehicles. Records are comprised of data stored in the computer system used by emergency dispatchers (CAD) and documents the maintenance and update of information used to direct incident response. Information may include but is not limited to address data, response unit assignments, response codes, responsible person data, and related documentation. CAD creates a log of activities related to 9-1-1 call handling and dispatch as it relates to incident processing, tow requests, and LEDS activity.	Bureau of Emergency Communications	42 months or until superseded or obsolete, whichever is longer.		Yes	Yes	OAR 166-200-0350(1)
Emergency Communications	ECS-0020	Briefing Records	Electronic "RollCall" system used by the bureau to track the dissemination of information. Records document internal communication between supervisors and shift workers or between staff on different shifts to alert them to problems, issues, or activities. Records may include but are not limited to briefing logs, teletype messages, and bulletins from other agencies.	Bureau of Emergency Communications	3 years		Yes	No	OAR 166-200-0350(11)
Emergency Communications	ECS-0030	Vesta, Magic, and MAX Records	Records document information about phone calls received at 911 Emergency Center. This is a computer record that gathers information such as phone number, location of phone call, time call was received, wait time, time on line, and other related data. Records are kept on a separate computer from the Computer Aided Dispatch (CAD) records.	Bureau of Emergency Communications	42 months		Yes	No	OAR 166-200-0350(27)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Emergency Communications	ECS-0040	System Error / Malfunction Records	Records document electronic systems errors or malfunctions and subsequent corrective action.	Bureau of Emergency Communications	42 months		Yes	No	OAR 166-200-0350(3)
Emergency Communications	ECS-0050	Enhanced 911 Service Records	Records document the planning, development, and implementation of enhanced 9-1-1/public safety answering point systems. Plans and any subsequent amendments are required to be submitted to the Oregon State Police, Emergency Management Division for approval. The plan may be periodically revised and updated. Records may include but are not limited to preliminary and final plans, drafts and worksheets, correspondence, and other records described in OAR 104-080-0120.	Bureau of Emergency Communications	Retain approved plans and amendments 5 years after superseded; Retain preliminary plans, drafts, worksheets, and supporting materials until plan approved by Oregon State Police, Emergency Management Division.	Subject to review by the City Archives prior to destruction	Yes	No	OAR 166-200-0350(34)
Emergency Communications	ECS-0060	Master Street Address Guide (MSAG) Maintenance	Records document the 9-1-1/public safety answering point's notification to the phone service provider about the addition of new streets or revision to existing streets on the Master Street Address Guide (MSAG). The MSAG is maintained by the phone service provider or its independent contractor. Forms are usually maintained by the agency's MSAG Coordinator. Information may include but is not limited to new or updated address, customer, and responder information. These records are created and maintained electronically.	Bureau of Emergency Communications	42 months		Yes	No	OAR 166-200-0350(59)
Emergency Communications	ECS-0070	Master 911 Audio Recordings	Records document all incoming calls and radio transmissions. Series documents 911 operators interaction with user agencies and public. Information consists of tapes/digital recordings of conversations between Emergency Communications operators and other personnel.	Bureau of Emergency Communications	42 months		Yes	No	OAR 166-200-0350(57)
Emergency Communications	ECS-0080	PIN (Premise Information Notation) Records	Records document the identification of hazards and concerns at specific locations. Records are used to notify responders of potential problems at a location. Record includes address, hazard/concern, reporting agency, date entered into system, request to add/change/delete information and other related data. Records may include data entry sheets.	Bureau of Emergency Communications	42 months		Yes	No	OAR 166-200-0350(69)
Emergency Communications	ECS-0090	Quality Assurance Reports and Inquiry Records	Records document the evaluation, analysis, and assessment about the performance and quality of services provided by the 9-1-1/public safety answering point system. Records may include but are not limited to system evaluations, system performance reports, satisfaction surveys and questionnaires, quality improvement reports and recommendations, quality assurance committee minutes, and related documentation.	Bureau of Emergency Communications	3 years		Yes	No	OAR 166-200-0385(18)
Emergency Management	EMS-0010	Emergency Operations and Management Records	Records relating to the City's emergency management functions including policies, standard operating procedures, committees, agreements with other agencies, and volunteer training and management. Bureaus outside of PBEM, use ADM-0110 for these types of records. Certain public safety plans are conditionally exempt from public disclosure under ORS 192-501.	Portland Bureau of Emergency Management	(a) SOPs and Plans, retain Permanent (b) Administrative and Other Records, retain until superseded; or 3 years after final expenditure report; or – if grant funds are used – terms required by granting agency, whichever is longer.		Consult City Attorney's Office before releasing records.	Yes	OAR 166-200-0325(2)
Emergency Management	EMS-0020	Emergency Exercise Records	Records documenting emergency exercises performed by PBEM. Records include design, implementation, participants and after action reports. Also includes records that document the design and implementation of PBEM sponsored training, seminars, conferences, workshops, conventions and similar events. Certain public safety plans are conditionally exempt from public disclosure under ORS 192-501.	Portland Bureau of Emergency Management	(a) FEMA Exercise Records retain 3 years; (b) all other records retain 3 years after annual or final expenditure report submitted	Subject to review by the City Archives prior to destruction	Consult City Attorney's Office before releasing records.	No	OAR 166-200-350(29)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Emergency Management	EMS-0030	Emergency and Disaster Incident Records and Reports	Records documenting the extent of impact and the actions taken by the City in response to declared and un-declared emergencies as defined in the Basic Emergency Operations Plan and Title 15 of the City Code. Records include declarations, damage assessment reports, resource reports, public announcements, and after action reports. Certain public safety plans are conditionally exempt from public disclosure under ORS 192-501.	Portland Bureau of Emergency Management	(a) Major incidents retain permanently; (b) Minor incidents retain 2 years		Consult City Attorney's Office before releasing records.	No	OAR 166-200-0350(28)
Emergency Management	EMS-0040	Emergency Management Resource Lists	Lists document emergency resources such as manpower, equipment, supplies, and services. Includes names, daytime and nighttime phone numbers, and addresses of suppliers and vendors as well as contact names. Certain public safety plans are conditionally exempt from public disclosure under ORS 192-501.	Portland Bureau of Emergency Management	Until superseded or obsolete		Consult City Attorney's Office before releasing records.	No	OAR 166-200-0350(31)
Emergency Management	EMS-0050	Emergency Planning Records	Records documenting the plans PBEM is responsible for, as well as those that involve Citywide emergency and response coordination. This includes adopted plans (Basic Emergency Operations Plan (BEOP), Emergency Management Performance Grant (EMPG), Continuity of Operations Plan (COOP), Local Energy Assurance Plan (LEAP), etc.), notes, hazard analysis, outlines, drafts, correspondence, and related documents.	Portland Bureau of Emergency Management	(a) One copy of the BEOP, Natural Hazard Mitigation Plan, COOP, EMPG and LEAP submitted to the City Archives for permanent retention; (b) Other records: until superseded; or 3 years after final expenditure report; or – if grant funds are used – terms required by granting agency, whichever is longer.		No	Yes	OAR 166-200-0325(2)
Engineering and Construction	ENG-0010	Temporary Access/Construction Easement Records	Records document temporary easements allowing entrance and work on property or streets not owned by the easement holder. Permits usually apply to City crews and utility workers.	Bureau or office authorizing the easement	2 years after easement expires		Consult City Attorney's Office before releasing records.	No	OAR 166-200-0300(10)
Engineering and Construction	ENG-0020	Temporary Use Records	Records document action on permits for temporary activities in commercial and industrial zones such as allowing temporary placement of structures incidental to construction. Records often contain applications, permits, staff reports, technical notes, approval orders, and other documents.	Bureau or office authorizing the permit.	5 years after permit expiration		No	No	OAR 166-200-0300(11)
Engineering and Construction	ENG-0030	Engineering Project Technical Records	Records document the design and construction of engineering projects. Records are created to document the history of the project and to provide understanding on how the project was built. Core Records include as-built drawings, as-built drawings inspector's notes, certificates of acceptance, final engineering cost estimates, policy correspondence, procedural correspondence, project assignment notices, design calculations, maps and plans, maps used for design work (design sum report), photographs and negatives, engineering reports, project book (file copy), permit (with conditions, if any), performance bond or financial guarantees, certificate of insurance, final payment certificate, certificate of completion, change orders, inspector's progress reports, geological/technical reports, consultant reports, drawings with engineering stamps, final design report, design memorandum, success criteria statement, final project reports, addenda and other related documents. Core Project records may include project effectiveness monitoring reports. Other records document preliminary aspects of project design, including, but not limited to preliminary estimates, engineer's notes, cost estimates, correspondence, research material, testing material, and other documents not requiring permanent retention.	Bureau or office overseeing the project	(a) Core Project Technical Records, retain Permanent; (b) Other records retain 10 years after substantial completion	This series may contain convenience copies of records maintained by other bureaus and offices. Series should be reviewed to ensure convenience copies are not maintained beyond their original retention period.	No	Yes	OAR 166-200-0355(3)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Engineering and Construction	ENG-0040	Material Test Records	Records document historical data on tests run. Records document that City standards are met for structural integrity and quality. Records are used as reference and research for job situations and re-tests for all City bureaus. Records include copies of requests to do test, test results, correspondence, maps, locations, geo-technical reports, etc. Examples of tests include but are not limited to concrete, asphalt, cores, borings, soils, aggregate, sieve analysis, density, compaction, moisture, compression, casting, air entrainment, fractures, etc.	Bureau or office requesting the testing.	Permanent		No	Yes	OAR 166-200-0355(3)
Engineering and Construction	ENG-0050	Modeling	Records are used to document the graphical representation of the modeling system. Records translate numerical information into a geographic location. Maps contain information on outfalls, sewer lines, streets, subcatchments, geographic areas, pump stations, diversions, sumps, and other related data. Records includes AutoCAD records and old hand drawn maps.	Bureau or office requesting the model.	Permanent		No	Yes	OAR 166-200-0355(3)
Engineering and Construction	ENG-0060	Architectural Drawings, As-Built, Maps, Plans and Other drawings	Records are original drawings, architectural drawings, maps, plans, revisions and as-builts, including all unique copies and/or reproductions of jobs produced by City bureaus as well as consultants for the City. As-builts consist of blueprints or original drawings provided by the contractor in conjunction with final submittals on a construction project. As-builts show details of how specialized work was actually constructed. Maps and Plans consist of maps, plans, and drawings created by the City or contracted specifically for the City. These include various types of maps such as system schematic, as-built, topographic, planimetric, orthophoto, resource, and others. System schematic maps represent locational and other information about major systems such as water and sewer. Other maps are often derived from aerial photographs and represent physical features such as building footprints, edge of pavement, and contours. Records can also include as-built plans, drawings, and details documenting City engineering and construction projects. Copies of maps, plans, drawings, details, plans, photographs, and similar records obtained from federal, state, county, and other sources that are used for research and reference purposes may be retained as needed.	Bureau or office requesting the drawings. If created in-house, office of record is the bureau creating the records	Permanent		No	Yes	OAR 166-200-0355(4)
Engineering and Construction	ENG-0070	Survey Field Records	Detailed field notes and other records related to surveys done for boundary work, local improvement districts, special requests, and other purposes. May include investigative surveys made of crime or accident scenes at the request of law enforcement officials. May also include notes on traverses, right-of-way location, construction (including levels, cuts, and grades), sketches related to the survey, and other information.	Bureau or office requesting the drawings	(a) General and Right-of-Way surveys, retain Permanent; (b) Other construction surveys, retain 10 years after substantial completion (as defined by ORS 12.135(3)) of project		No	Yes	OAR 166-200-0355(5)
Engineering and Construction	ENG-0080	Utility Installation and Connection Records	Records document installation of City utility systems or the connection of specific properties to City water, sewer, power, or similar systems. Does not apply to temporary stoppages or disconnections service. May include applications, permits, and similar records. Information often includes applicant's name and address, permit number, fee charged, service level, type of structure, pipe size, meter size and number, and related data.	Bureau or office managing the utility	2 years after physical disconnection		No	Yes	OAR 166-200-0360(5)
Engineering and Construction	ENG-0090	Utility Line Location Request Records	Records document requests and City action to locate underground lines in the vicinity of a construction site. Information often includes name of person requesting location; planned and actual date and time of location; notations of water, sewer, storm drains, and other line locations; name and signature of person locating lines; and related data.	Bureau or office managing the utility	2 years		No	No	OAR 166-200-0360(6)
Environmental Services	ENV-0010	MS4/NPDES and Industrial Stormwater Permitting	Records consists of information regarding the National Pollution Discharge Elimination System (NPDES) permit for the Collection System, Columbia Blvd. Wastewater Treatment Plant and Tryon Creek Wastewater Treatment Plant. Permit covers wastewater collections, treatment, control and disposal system and adequately treated wastewater and treated stormwater discharges to public waters. Records include applications, permits, permit addenda and modifications. SEE ALSO: CAA-0040 Agreements	Environmental Services	(a) Permits and major records, retain permanently; (b) Support records, retain 10 years after expiration or revocation		No	Yes	OAR 166-200-0300(7)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Environmental Services	ENV-0020	Extra-strength sewer charge (ESSC) Program	Records document sewer surcharge rates to commercial and industrial customers that discharge high strength wastes to the sewer system. The surcharge fees cover the added cost to dispose of the high strength waste that is not covered by the base sewer rate.	Environmental Services	5 years after superseded or business closes		No	No	OAR 166-200-0245(3)
Environmental Services	ENV-0030	Fats, Oils, and Grease (FOG) Program	Performs regulatory oversight to food service establishments to eliminate materials that can clog the sewer pipes and upset treatment processes.	Environmental Services	5 years after last activity		No	No	OAR 166-200-0370(4)(a)(b)
Environmental Services	ENV-0040	Maintenance Inspection Program (MIP)	Tracks and inspects stormwater management facilities built on private property as part of new development requirements. Inspections are performed to ensure facilities are operated and maintained as designed to protect the City's sewer system infrastructure and minimize impacts to receiving waters.	Environmental Services	(a) Deed Records, retain permanent; (b) Inspection Records, retain 10 years after last action		Consult City Attorney's Office before releasing records.	No	OAR 166-150-0040(6); OAR 166-200-0380(4);
Environmental Services	ENV-0050	Biosolids Quality Control Records	Records are used to track the testing of land applied biosolids. Records are created to ensure that minimum federal and state requirements are met. Records include treatment process data, sampling data, analysis, management plans, annual reports, plan approval and other related data.	Bureau or office conducting the testing	Permanent		No	No	OAR 166-200-0320(11)
Environmental Services	ENV-0060	Air Contaminant Discharge Permit Records	Records document the operating parameters of the treatment plant, as required by NPDES, on a monthly basis. Records also document the history of plant operations. Records include the actual report and the raw data that is used to compile reports to EPA and Oregon DEQ. Information includes flows, loadings, Citywide rainfall measurements, and other related data. Series is used for records related to the CBWTP Air Contaminant Discharge Permit and the Dispatchable Standby Generator as required by DEQ. Series should be used to cover all aspects of compliance monitoring for the CBWTP. Records may include other regulatory reports for environmental quality.	Environmental Services	(a) Reports, retain permanently; (b) All other records, retain 5 years		No	No	OAR 166-200-0360(2)
Environmental Services	ENV-0070	Landfill Records/Screened Solids Disposal	Series is used to track the landfill disposal of grit & screenings that have been removed from the preliminary treatment process and sanitary residuals removed from the collections system. Records include invoices, scale sheets, permits and other related data.	Bureau or office managing the collection system	5 years		No	No	OAR 166-200-0360(7)
Environmental Services	ENV-0080	Mobile Waste Hauler Dumping Records	Records document the dumping of septic pumping and other wastes from various sources at the City waste treatment facility. Usually includes logs, manifests, and similar documents. Information often includes name and signature of hauler, quantity of wastes dumped, location at which wastes were pumped, and related data.	Bureau or office managing the process	5 years		No	No	OAR 166-200-0370(2)
Environmental Services	ENV-0090	Site Application Records	Records document the land application of biosolids/sludge to Oregon DEQ approved sites (agricultural/sewer). Records include maps of application locations, contracts, lease agreements and invoices. Subjects include agronomic loading calculations related to maximum application of nitrogen in pounds per acre per year, and ultimate site life loading calculations tracking the amount of heavy metals applied.	Bureau or office managing the process	Permanent		No	Yes	OAR 166-200-0370(6)
Environmental Services	ENV-0100	Wetlands Removal and Fill Permits	Records document City application and receipt of permits regulating the removal or fill of material from wetlands on City property or right-of-ways. Permits are issued by the Oregon Division of State Lands for up to five years before renewal is required. Includes applications, permits, and related records. Applications may include maps, project plans, spoils disposal plans, public use and need analyses, impact studies, and related records and information described in OAR 141-085-0025. Permits may include approvals and any attached conditions.	Bureau or office managing the permit	30 years		No	Yes	OAR 166-200-0300(14)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Environmental Services	ENV-0110	Industrial Pretreatment Permits and Local Limit Records	Permits issued by the City to private industries allowing the discharge of specific pollutants under controlled conditions. Often contains applications, permits, addenda, modifications, and related supporting documentation. Information may include influent and effluent limits, chemical analysis data, water flow, test and recording requirements, definitions and acronyms, compliance schedules, and related data. Series is used for local limit records as well which are used to develop discharge standards for local industries. The local limits document the types and set the amount of acceptable discharge. Records include copies of the task reports, monthly status reports, working documentation, test results, sampling data, reference material, comments, work group members, copies of the RFP, scope of review, correspondence, invoices, selection, sampling plan, lab results, spreadsheets, etc. SEE ALSO: CAA-0040 Agreements	Bureau or office managing the permit	(a) Permits, addenda, and modifications, and major documents retain permanently; (b) All other records, retain 11 years after expiration or revocation.		No	Yes	OAR 166-200-0300(5)
Environmental Services	ENV-0120	Underground Injection Control (UIC) Program	Records document management of the City's stormwater UIC compliance for discharges to groundwater under the Safe Drinking Water Act	Environmental Services	(a) UIC permits and major documents, retain permanent; (b) Minor and supporting documents, retain 10 years after permit revocation or expiration		No	No	UIC Permit No. WPCF-DOM-UIC-102830 40 CFR Part 144
Environmental Services	ENV-0130	Wetlands Conservation Planning Records	Records document the identification and management of wetland areas. Records include reports, correspondence, policies, maps, inventories and assessments of wetlands. Records may also include mitigation plans, monitoring records and permits issued to remove or fill wetlands.	Bureau or office managing wetlands	Permanent		No	Yes	OAR 166-200-0320(17)
Environmental Services	ENV-0140	Spill Prevention and Response	Records document the clean-up and remediation efforts on sites identified as environmental hazards. Records document specific actions taken to mitigate or clean up the hazard. Clean up is identified as action that removes or neutralizes the hazard. Remediation includes the site management plan for environmental containment of the hazard. Environmental remediation includes project maintenance and monitoring. Records include correspondence, memos, reports, regulatory records, consultant records, design records, monitoring records, stipulations, order of consent, legal records, confirming investigation, environmental site assessment (ESA), remedial investigation feasibility study (RIFS), remediation action plan (RA), maintenance and monitoring plan, project closure notice (notice of remedial action or no further action (NFA) and other related records.	Bureau or office managing the response	Permanent		No	Yes	OAR 166-200-0335(5)
Environmental Services	ENV-0150	Regulated Substances Storage and Use Records	Records document the storage and use of regulated substances such as gasoline, crude oil, fuel oil, and diesel oil. May include applications, permits, inspection reports and related records for City regulation of above ground storage tanks as well as reports of substance releases from underground storage tanks. Records may include underground storage tank applications, permits, inspection reports, documentation of corrective procedures undertaken in the event of spills, leaks, or corrosion, and related documents.	Bureau or office verifying compliance	(a) Underground tanks, retain 25 years after tank removed; (b) Aboveground tanks, retain 5 years		No	Yes	OAR 166-200-0335(7)
Environmental Services	ENV-0160	Watershed Management Records	Records document the regular activities involved in managing the watershed. Records include studies, reports, and monitoring records.	Bureau or office overseeing the watershed	Permanent		No	Yes	OAR 166-200-0370(5)
Environmental Services	ENV-0170	Sanitary Survey Records	Records document surveys examining the overall sanitary condition of the City water system. May be conducted by the City, private consultants, or county, state, or federal agencies. Records may include written reports, summaries, and related documents.	Bureau or office overseeing the sanitation of the water system	(a) Reports, retain permanently; (b) All other records, retain 5 years		No	Yes	OAR 166-200-0370(5)
Environmental Services	ENV-0180	Environmental Monitoring / Investigations Records	Series is created to monitor data and inform management groups of findings. Record include parameters, date, locations, results change orders and other related records. Series includes flow monitoring, chemical analysis, biological analysis, etc. Records prior to September 1994 and outside lab reports are in hard copy only. Series includes field operation project and monitoring records. Does not include records related to NPDES permitting.	Bureau or office conducting the investigation/monitoring	(a) Reports, retain permanently; (b) All other records, retain 10 years		No	Yes	OAR 166-200-0370(5)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Environmental Services	ENV-0190	Sewer and Storm Drainage Maintenance and Repair Records	Records document the maintenance and repair of City sewers and storm drains. May include summaries, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes location, narrative of work completed, amount and type of material used, personnel completing work, dates of activities, authorization, and related data.	Bureau or office conducting the repair	(a) Records requiring engineering stamps, retain 2 years after life of structure; (b) All other records, retain 2 years		No	Yes	OAR 166-200-0345(14)
Environmental Services	ENV-0200	Sewer Smoke/Dye Test Records	Records document smoke and/or dye tests undertaken to verify hookup to main sewer lines, check condition of pipes, or determine effectiveness of backflow prevention devices. Information often includes maps or diagrams of lines tested, location of leaks detected, inspector's name, pipe size, and related data.	Bureau or office conducting test	10 years		No	Yes	OAR 166-200-0345(15)
Environmental Services	ENV-0210	Outfall	Records fulfill requirements of the City National Pollutant Discharge Elimination System (NPDES) permit and to monitor flow from the outfalls to indicate non-storm water pollutants. Records document the monitoring of outfalls during non-storm water periods to indicate presence of pollutants. Record includes outfall number, date, time, last rainfall, site description, flow estimates, visual observations, field analysis (pH, temperature, residuals, etc.), additional tests, who filled out form and other related data.	Bureau or office managing the outfall	(a) Reports, retain permanently; (b) All other records, retain 5 years		No	Yes	OAR 166-200-0360(2)
Environmental Services	ENV-0220	Laboratory Sampling and Testing	Records document sampling, testing, and analysis of water and other materials to ensure quality, comply with standards, and ensure support for corrective action. Records created by the Water Pollution Control Lab and other entities at the City.	Bureau conducting the sampling and testing	(a) Reports, raw data, licensing, and accreditation records, retain permanently; (b) All other records, retain 5 years		No	Yes	OAR 166-200-0360(2)
Environmental Services	ENV-0230	Wastewater Treatment Operations Records	Series documents wastewater treatment operations. Created on a daily, monthly, and annual basis. Usually consists of reports, logs, log sheets, and related records.	Bureau or office overseeing wastewater treatment	(a) Annual reports, retain permanently; (b) All Other records, retain 5 years		No	Yes	OAR 166-200-0360(7)
Environmental Services	ENV-0240	Industrial Stormwater Records	Records document the monitoring and control of discharges to the City's storm sewer system to protect the infrastructure and receiving waters by preventing and minimizing pollution in stormwater runoff from industrial and commercial property and controlling non-stormwater discharges in accordance with NPDES-Permit and City Requirements.	Bureau or office monitoring permit requirements	(a) Industrial Stormwater permitted facilities supporting records, retain 11 years after expiration of permit; (b) Industrial Stormwater Non-NPDES permitted facilities, retain 15 years after last action		No	Yes	OAR 166-200-0300(7)(b); IGA (CoP# 30001293) Section IV.D; 10 years after expiration date of permit
Financial	FIN-0010	Accounts Payable Records	Records document payment of City bills for general accounts. Includes reports, invoices, statements, vouchers, purchase orders, payment authorizations, receipt records, canceled checks or warrants, and similar records. SEE ALSO: Grant Records in the General Administration section for records documenting expenditure of grant funds.	Office of Management and Finance	4 years	Bureau paper or electronic convenience copies: retain as needed once records are captured in financial system	No	No	OAR 166-200-0210(1)
Financial	FIN-0020	Accounts Receivable Records	Records document revenues owed to the City by vendors, citizens, organizations, governments, and others to be credited to general accounts. Also documents billing and collection of moneys. May include reports, receipts, invoices, awards, logs, lists, summaries, statements, and similar records. Information often includes, receipt amount, date, invoice number, name, account number, account balance, adjustments, and similar data.	Office of Management and Finance	3 years after collected or deemed uncollectible	Bureau paper or electronic convenience copies: retain as needed once records are captured in financial system	Yes	No	OAR 166-200-0230(1)
Financial	FIN-0030	Bank Transaction Records	Records document the current status and transaction activity of City funds held at banks. May include account statements, deposit and withdrawal slips, checks, and related records. Information includes bank and account numbers, transaction dates, beginning balance, check or deposit amount, document numbers, adjustments, description of transaction, ending balance, and related data. SEE ALSO: ADM-0160 Grant Records	Office/Bureau maintaining bank account	3 years after audit report		Yes	No	OAR 166-200-0215(5)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Financial	FIN-0040	Budget Preparation Records	Records document the preparation of City agency budget requests presented to the City Council. Includes staff reports, budget instructions, worksheets, surveys, allotment reports, spending plans, contingency plans, budget proposals, financial forecasting reports, and similar records.	Office/Bureau submitting budget request	5 years		No	No	OAR 166-200-0245(2)
Financial	FIN-0050	City Improvement Administrative and Financial Records	Records document the non-technical and financial administration of assessable and non-assessable City improvements including capital improvements, local improvement districts (LID), urban renewal, and economic improvement districts. Records often include affidavits of posting, notices of proposed assessment, certificates of mailing, interested party letters, bid quotes, reports, and awards, expense reports, purchase orders, requisitions, cost analyses, construction and maintenance bonds and insurance, and related administrative and financial records not located elsewhere in this schedule. SEE ALSO: ALF-0020 Assessments and Liens Project Files FIN-0260 Bond Records	Office/Bureau responsible for improvement	(a) Records of project cost, retain 3 years after disposal or replacement of facility, structure, or system; (b) All other improvement records, retain 10 years after substantial completion (as defined by ORS 12.135(3))	Subject to review by the City Archives prior to destruction	Yes	No	OAR 166-200-0215(6)
Financial	FIN-0075	Credit and Debit Card Transaction Receipts	Bureau copy of credit or debit card receipts documenting payment received by the bureau. Records include customer's name and account information. Records are subject to storage guidelines for Payment Card Industry (PCI DSS) data and information.	Office/Bureau conducting transaction	36 months, destroy	The retention period is maximum: records must be retained 36 months, then destroyed	Yes	Yes	OAR 166-200-0230(3)
Financial	FIN-0080	Credit Slips	Credits issued to the public who have withdrawn from City-sponsored classes or activities and are due reimbursement for all or part of fees paid. Information usually includes name of class or activity, date, expiration date, name and address of member of the public, and related data. Records may be subject to Payment Card Industry (PCI DSS) data and information storage and security standards.	Originating Office/Bureau	3 years after credit expired or redeemed		Yes	No	OAR 166-200-0210(2)
Financial	FIN-0090	Financial Impact Analysis Records	Records document the financial analysis of various City practices. Useful for planning future budget proposals. Records include reports, studies, worksheets, and similar records. Subjects may include subjects such as the impact of specific ballot measures, proposals to increase permit fees, sick leave use analysis, and the City's relationship with various utilities.	Office/Bureau conducting analysis	3 years	Subject to review by the City Archives prior to destruction	No	No	OAR 166-200-0245(3)
Financial	FIN-0100	Financial Reports - Annual	Annual reports, not including the City of Portland Comprehensive Annual Financial Report (CAFR), that document the general financial condition and operation of the City or of individual bureaus. Includes information on the value of City owned property and an accounting of all income and expenditures in relation to the final budget.	Originating Office/Bureau	Permanent	City Archives must be consulted about the preservation of permanent records	Yes	No	OAR 166-200-0215(8)
Financial	FIN-0110	Financial Reports - Other than Annual	Weekly, monthly, quarterly or other reports that document the general financial condition and operation of the City or individual bureaus. SEE ALSO: ADM-See Grant Records for reports related to grants.	Originating Office/Bureau	3 years		No	No	OAR 166-200-0215(8)
Financial	FIN-0140	Purchasing Records	Records document orders, authorizations, and evidence of receipt of the purchase of goods and services by the City. Includes purchase orders and requests, purchase authorizations, requisitions, contract release orders, material and cost specifications, central stores or printing orders, telephone service orders, and similar records. SEE ALSO: ADM-0160 Grant Records	Bureau of Purchases	4 years	If Bureau of Purchases is not involved in the purchase, the originating City agency is the office of record. SEE ALSO Grant records if purchase uses grant funds. Bureau paper or electronic convenience copies retain as needed once entered into financial system. PARC will not store bureau convenience copies.	No	No	OAR 166-200-0210(4)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Financial	FIN-0150	Signature Authorization Records	Records document the authorization of designated employees to sign fiscal and contractual documents. Information usually includes authorization date, name, sample signature, position, remarks, conditions, and related data.	Originating Office/Bureau	6 years after authorization superseded or expired		Yes	No	OAR 166-200-0275(6)
Financial	FIN-0155	Tax-Exempt And Tax-Advantaged Debt Expenditure and Compliance Records	Records related to the expenditure and use of assets financed with tax-exempt and tax-advantaged debt offerings subject to United States Treasury and Internal Revenue Service regulations, such as: long-term bonds; bank loans; lines of credit; notes and other applicable borrowing facilities. Bureaus must follow City of Portland Public Finance and Treasury Division's Tax Compliance Procedures. Records include, but are not limited to: -- expenditure documentation, including contracts, invoices, draw requests and cancelled checks/ACH payments -- records that track sales of tax-exempt and tax-advantaged debt financed assets -- financial/accounting transactions provided as support for reimbursement requests submitted to the City Debt Manager -- may include tax-exempt or tax-advantaged capital leases, management contracts with third parties and any sales agreements related to the sale of tax-exempt or tax-advantaged financed assets -- other pertinent documentation or correspondence related to the uses of assets financed with tax-exempt or tax-advantaged debt	Office/Bureau managing the assets/expenditures	Life of the debt obligation and any refinancing used to repay the obligation, plus 3 years		Yes	No	26 USC 6001; 26 CFR 1.6001-1(e)
Financial	FIN-0160	Travel Expense Records	Records document requests, authorizations, reimbursements, and other actions related to employee travel on City business including private vehicle usage for City business. May include expense reports, receipts, requests, and authorizations.	Office of Management and Finance	3 years after publication of annual CAFR	Bureau paper or electronic convenience copies: retain as needed once records are captured in financial system	No	No	OAR 166-200-0210(1)
Financial	FIN-0170	Vendor Lists	Lists document vendors providing goods and services to the City. Information usually includes vendor name, address, and phone number, name of contact person, as well as a description of goods or services provided.	Originating Office/Bureau	Until superseded or obsolete		No	No	OAR 166-200-0215(16)
Financial	FIN-0180	Comprehensive Annual Financial Report (CAFR)	Reports documenting the general financial condition and operation of the City. Includes year-end trial balance by fund and CAFR. Support documentation and account analysis records are used to reconcile sub and master accounts and to provide an audit trail. Records include working papers for the analysis of balance sheet accounts used for auditing purposes, plus audit schedules and all supporting documentation for CAFR. Master account may be reconciled to other records, such as cash maintained by Treasury.	Treasurer	(a) CAFR, retain permanent; (b) Support Documentation and Account Analysis, retain 10 years		Consult City Attorney's Office before releasing records.	No	OAR 166-200-0215(12)
Financial	FIN-0200	Balance Status, Forecasting, and Projection Reports	Records document the status of accounts, investments, funds, and other accountings of City funds. May include projection records for a certain. May include reports to Council on the status of the General Fund.	Office preparing budget items	5 years		No	No	OAR 166-200-0215(4)
Financial	FIN-0210	General Ledgers	Records document the summary of accounts reflecting the financial position of the City. Reports are used to verify that financial transactions have been correctly posted to the General Ledger.	Office of Management and Finance	(a) Year-end ledger retain 10 years; (b) Other ledgers retain 5 years.	Most of these records are maintained in SAP.	Consult City Attorney's Office before releasing records.	Yes	OAR 166-200-0215(9)
Financial	FIN-0220	Investment Portfolio ESG Research Records	Records are a listing of all City investments. Records include investment, quantity, maturity, price/cost, broker or bank, and market value.	Office of Management and Finance	10 years		No	Yes	OAR 166-200-0230(5)
Financial	FIN-0240	Annual Adopted City Budget	Records document the annual financial plan adopted by the City Council for City resources and requirements. The budget includes financial summaries, revenues and expenditures, debt service, operating programs, position and wage summaries, overhead allocations, organization charts, previous and actual budgeted amounts and related data.	City Budget Office	Permanent		No	Yes	OAR 166-200-0245(1)
Financial	FIN-0260	Bond Records	Registers or similar records document all City bond issues and related information. Information often includes bond number, date paid, place of payment, maturity date, date registered, and related data. SEE ALSO: FIN-0050 City Improvement Administrative and Financial Records	Office of Management and Finance	(a) Ratings Records (Rating Handbooks): Life of bond; (b) Bond compliance records, 3 years after final payment		No	Yes	OAR 166-200-0205(2)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Financial	FIN-0270	Bond Sale Records	Series is created to document bond sale information for specific projects and bond sales. Records include supporting documentation and copies of the prospectus.	Office of Management and Finance	(a) Daily bond receipts: 3 years after final payment; (b) All other records: Permanent		No	No	OAR 166-200-0205(3)
Financial	FIN-0280	Customer Utility Records	Records document transactions related to providing utilities to customers including water, sewer, or other utility provided by the City. Records include applications for connections/disconnections, bill statements, account changes, security deposit, and service records.	Bureau or office managing the account	(a) Security deposit records, retain 3 years after refund or last action; (b) All other records, retain 3 years.				OAR 166-200-0215(14); OAR 166-200-0215(15); OAR 166-200-0225(5); OAR 166-200-0230(8); OAR 166-200-0230(9)
Fire & Police Disability-Retire	FPD-0010	Fire & Police Disability & Retirement Board And Committee Records: Minutes, Agendas, Resolutions, And Exhibits	Records document the decisions and payments of the Board of Trustees of the Fire & Police Disability & Retirement Fund. Records include agendas, resolutions, minutes, meeting reports, and supporting documentation. Also includes records from the Expediting Committee, Vocational Rehabilitation Committee, No Time Loss Claims, Executive Sessions, and the Medical Claims Agenda.	FPD&R	(a) Minutes (except executive session minutes), agendas, resolutions, and exhibits: Permanent; (b) Executive session minutes: 10 years; (c) Audio/visual recordings: 1 year after minutes approved; (d) Other records and exhibits not pertinent to minutes: 5 years	ACCESS – Information may contain medical and personnel information that is restricted to only those with a right to know.	Yes	Yes	OAR 166-200-0235(5)
Fire & Police Disability-Retire	FPD-0020	Fire & Police Disability & Retirement Membership Records (Master Files)	Records are created to track members and other participants who are eligible for benefits under the Fire & Police Disability & Retirement plan. Records also maintain information that will assist in determining eligibility and benefit amounts for members and other participants. Records include personal information, birth certificates, marriage certificates, dates of appointment, retirement, termination, death, pension applications, pension estimate calculations, litigation and other similar information. Include correspondence of substance with participants. ADMINISTRATIVE NOTES: Member and transaction information maintained in databases must be preserved or migrated to new systems as necessary to ensure member information maintained electronically is retrievable for entire retention period. Member-specific emails of substance should be printed and put in master file while master files are paper-based. If master files are converted to electronic records, emails will then be stored electronically. Disability claim-related emails should be part of the claim file.	FPD&R	(a) Member, 75 years from date of hire or 7 years after beneficiary death, whichever is longer; (b) For Dependent Minor Child, 7 years after age of majority or benefit eligibility expired; (c) Surviving Spouse, 7 years after death; (d) Alternate Payee, 7 years after death or benefit termination, whichever is earlier		Yes	Yes	OAR 166-200-0310(1)
Fire & Police Disability-Retire	FPD-0030	Fire & Police Disability & Retirement Disability Claim Records	Records are used to track and support claims submitted by the membership. Records include disability application forms for time loss and no time loss, medical records, correspondence, vocational rehabilitation reports, subrogation, litigation, medical and benefit payment summaries, etc.	FPD&R	75 years after claim closure or 7		Yes	Yes	OAR 166-200-0390(6)
Fire & Police Disability-Retire	FPD-0040	Fire & Police Disability & Retirement Check Registers	Records document payments to members, other participants and vendors. Records are also used to reconcile accounts with City's accounting system of record. Records include check registers for all checks, direct deposits, and ACH transfers to banks, and Create-a-Check logs or bank transmittal logs where there is no check register.	FPD&R	Permanent		Yes	Yes	OAR 166-200-0215(12)
Fire & Police Disability-Retire	FPD-0050	Fire & Police Disability & Retirement Fund Reports For Federal And State Agencies	Records are created to insure that the Fund complies with federal and state reporting requirements. Series is used to report money paid out by the Fund. Series includes quarterly and annual reports and documents required by federal and state agencies. Examples include "Report of Wages Taxable Under Federal Insurance Contributions Act", 1099's, in lieu of form for W-2's, W-2's, federal and state tax withholding forms, US Census reports, etc.	FPD&R	(a) 5 years; or (b) 5 years after superseded; or (c) Employee separation for withholding forms		Yes	Yes	OAR 166-200-0295(4)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Fire & Police Disability-Retire	FPD-0060	Fire & Police Disability & Retirement Fiscal Records	Records includes budget and five-year financial plan documents and workpapers; cash flow workpapers; reconciliation; bank statements; financial transactions including journal entries, purchase orders, non-PO entries and P-Card records; files provided to actuary for valuations; benefit payment batch workpapers.	FPD&R	5 years		Yes	Yes	OAR 166-200-0210(1); OAR 166-200-0210(4); OAR 166-200-0215(5); OAR 166-200-0215(8); OAR 166-200-0215(12); OAR 166-200-0230(1); OAR 166-200-0230(3); OAR 166-200-0245(2); OAR 166-200-0245(3)
Fire & Police Disability-Retire	FPD-0070	Fire & Police Disability & Retirement Outstanding Checks Records	Records document checks that have not been cashed and remain outstanding at the end of the period for unclaimed property. Series is created to comply with State reporting requirements. Records include payment authorizations, invoices, and support documentation.	FPD&R	6 years		Yes	Yes	OAR 166-200-0215(13)
Fire & Police Disability-Retire	FPD-0080	Fire & Police Disability & Retirement Timesheet Records	Records document timesheet reports that reflect staff approval of members' disability time and electronic timesheet information and reports used to make adjustments to members' service time accrual.	FPD&R	125 years		Yes	Yes	OAR 166-200-0295(3)
Fire and Rescue Services	FRS-0010	Hydrant Records	Records document changes in the status of hydrants since the last inspection. Records include hydrant inventories, location maps, correspondence, new locations, address changes, service requests, problems, inspection results, etc.	Fire and Rescue Services	(a) Retain location and specification records until hydrant permanently removed from service; (b) Retain maintenance, test and repair records 2 years.		No	No	OAR 166-200-0345(10)
Fire and Rescue Services	FRS-0020	Fire Reports (State duplicates)	Records document monitoring activities as an administrative aid. Series contains duplicate copies of State Fire Marshal reports. The record copy is maintained by the State Fire Marshal.	Fire and Rescue Services	2 years		No	No	OAR 166-200-0385(10)
Fire and Rescue Services	FRS-0030	Fire and Emergency Medical Services (EMS) Documentation	Records document activity by Fire and Emergency Medical Services. Documentation records are used to notify personnel of EMS related information, activities and policies. Other records include calendars, training opportunities and other general information. Series can include memorandum, EMS reference guide, and daily journals. Vessel records include logs kept on fire boat activity, patrols and displays. May include additional records related to vessel dimensions	Fire and Rescue Services	(a) Documentation records, retain permanent; (b) Marine Log, retain 2 years; (c) All other records retain as needed or until superseded.	Subject to review by the City Archives prior to destruction	No	No	OAR 166-200-0385(9)
Fire and Rescue Services	FRS-0040	Fire Chief Records	Subject files maintained by the Fire Chief	Fire and Rescue Services	Permanent	Send to archives when Fire Chief leaves service.	May contain confidential information.	No	OAR 166-200-0385(9)
Fire and Rescue Services	FRS-0050	Controlled Substance Inventory and Tracking Records	Records are used to track inventory and use of drugs and controlled substances administered by EMS personnel in the course of work. Log contains date, person drugs were signed out to, type of drug, tracking number, current inventory of drugs at EMS, etc. Records also include stock logs, expiration date, company, reports, use forms, and date surrendered.	Fire and Rescue Services	3 years		No	No	OAR 166-200-0350(17); 21CFR1304.04
Fire and Rescue Services	FRS-0060	Fire Marshal Policy Records (Rules & Regulations)	Records document local fire codes and interpretations of codes that affect fire safety. Records are the rules, policies, interpretations of fire code rules and regulations. Reference materials may include old codes and National Fire Protection Association (NFPA) material that has been adopted by reference.	Fire and Rescue Services	(a) Fire Marshall Policy Records, retain Permanent; (b) Reference materials and copies of old codes, Retain as needed but consult Archives and Records Management prior to destruction.		No	Yes	OAR 166-200-0380(3)
Fire and Rescue Services	FRS-0070	Memorandums/Letters Of Instructions (Pink Sheets)	Records documents the general information releases that are of concern to fire personnel. Series is generally used for one time or short term policies and procedures. Examples of records include procedures about cold weather and policies and procedures that have not yet been included in the general orders (pre-general orders).	Fire and Rescue Services	2 years after superseded		No	No	OAR 166-200-0325(6)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Fire and Rescue Services	FRS-0080	Fire Operational Guides	Records document general policies and procedures to be followed by Fire Bureau personnel. Records provide general information on procedures to be used in certain situations. Records are used by the stations as a quick reference to policies and procedures to be used in general situations. Examples of operational guidelines include high rise procedures, information about the incident command system (ICS), safety issues at emergency responses, etc. Records also include guidelines for special apparatus such as the Marine Guidelines, BrushRig Guidelines, etc.	Fire and Rescue Services	6 years after obsolete	Send one copy of Operational Guidelines to Archives and Records Management.	No	No	OAR 166-200-0325(6)
Fire and Rescue Services	FRS-0090	Fire Bureau Permit Records - Installment Permits	Permits are issued to document installation and removal of fire or storage systems. Permit contains location, name installer/contractor, date, etc. Permit may include plans, correspondence, calculations, tests, legal and financial documents, etc. Examples of permits issued include sprinkler, alarm, fixed fire, and storage tanks. Series includes Certificate of Fitness.	Fire and Rescue Services	Permanent		May contain confidential information.	Yes	OAR 166-200-0300(8)
Fire and Rescue Services	FRS-0100	Investigative Reports	Records document investigations to determine the cause and origin of fires. Records document the investigation, supporting information, and findings. Records are used to support evidence in civil and criminal court cases. Records may include state fire marshal's report, police reports, photographs, investigative notes, investigative material, computer reports, etc.	Fire and Rescue Services	(a) Records documenting fires involving loss of life, retain 75 years; (b) Other records, retain 20 years.	Subject to review by the City Archives prior to destruction	May contain confidential information.	No	OAR 166-200-0350(39)
Fire and Rescue Services	FRS-0110	State Fire Marshal's Reports (Form 10) Records	Series is created as part of the investigative report. Series is used as a reference for all reports filed with State Fire Marshal's Office. Record is a copy of the State Form that includes date, time, location, run number, and other information about a specific fire.	State Fire Marshal	(a) Records documenting fires involving loss of life, retain 75 years; (b) Other records, retain 10 years.		No	No	OAR 166-200-0350(39)
Fire and Rescue Services	FRS-0120	Fire Loss Records	Series is used to track property, personnel, and other losses caused by fire. Record includes address and run information. Records are maintained electronically since 1989. Some records prior to 1989 are on 3x5" cards.	Fire and Rescue Services	Permanent		No	Yes	OAR 166-200-0385(10)
Fire and Rescue Services	FRS-0130	Inspection, Occupancy, and Test Records	Records document fire prevention inspections performed periodically by the City Fire Bureau. Inspections determine if any violations of fire code are present in premises within the area served by the department. Usually filed by address. Inspection records may include reports, notices, citations, and related documents. Also may include occupancy and pre-fire planning records such as floor plans, sketches, reports, lists, and related documents.	Fire and Rescue Services	10 years	Subject to review by the City Archives prior to destruction	No	Yes	OAR 166-200-0350(50)
Fire and Rescue Services	FRS-0140	First Response Book (Fire Data)	Records document the fire management data for the Fire Bureau. Records may include response books, maps, information on previous fires, historical data, and other records related to responding to fires in the City. Also contains street maps of the Fire Bureau identifying location of hydrants and landmarks of the fire management area.	Fire and Rescue Services	Until superseded		No	No	OAR 166-200-0350(37)
Fire and Rescue Services	FRS-0150	Emergency Medical Incident Records	Records document first responder response to medical situations and incidents. May include prehospital care reports, medical aid liability release forms, and related documents. Information often includes name and address of patient, location of incident, description of illness or injury, actions taken, and related data.	Fire and Rescue Services	10 years		Yes	No	OAR 166-200-0350(32)
Fire and Rescue Services	FRS-0160	State Fire Marshal Exemption Records	Series is created to document the approval and application for the City's exemption from statutes, rules and regulations administered by the State Fire Marshal. Exemption is granted if the City enacts and enforces regulations that conform with state and national fire standards defined in ORS 476.030 (4). Record includes a copy of the exemption certificate, application, notebooks, rules, regulations, correspondence, supporting documentation such as reports, certifications and credentials of fire inspectors and employees. The record copy is maintained by the State Fire Marshal.	State Fire Marshal	5 years		No	No	OAR 166-200-0350(72)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Government Relations	GRS-0010	Government Relations Records	Series is used to maintain information on legislation of interest to the City. Records may include summaries of initiatives and legislative issues of interest to the City. Records include reports and agendas. Series covers federal, state, and international relations at the City and bureau levels. SEE ALSO: ADM-0240 Legislative Issues Records	Bureau or office working reviewing legislative issues	(a) Annual report, maintain permanently; (b) All other records, maintain 4 years	Subject to review by the City Archives prior to destruction	No	No	OAR 166-200-0285(2)
Government Relations	GRS-0020	Sister City Records	Records of City participation in sister programs with cities in other countries. Includes documentation of the selection of sister cities and the administration of programs. Records often include minutes, agendas, correspondence, ceremonial agreements, proclamations, exchange visit records, expense statements, photographs, and important related documents. SEE ALSO: ADM-0140 Gifts and Contribution Records	Bureau or office managing government relations	(a) Ceremonial agreements, special event, and administration records retain permanently; (b) Financial records and visitor/travel records retain 3 years	Subject to review by the City Archives prior to destruction	No	Yes	OAR 166-200-0285(4)
Housing Services	HOS-0010	Federal Housing Grant Management Records and PHB Public Programs	Records document all financial and programmatic aspects of the Federal Housing Grant Management program, which includes supporting documents, statistical records, correspondence and other records of grantees or sub-grantees which are: 1). Required to be maintained by the terms of the applicable Federal program regulations or the grant agreement, or 2). Otherwise reasonably considered as pertinent to program regulations or the grant agreement. NOTE: Some information may be confidential.	Bureau or office managing housing grants	(a) Final reports from significant grants to the City, retain permanently; (b) Records documenting the purchase and/or disposal of real property, retain 10 years after substantial completion (as defined by ORS 12.135(3)), or 3 years after final disposition, or as specified in regulatory agreement, whichever is longer; (c) Other grant records, retain 10 years after annual or final expenditure report submitted and approved or, as specified in agreement, whichever is longest of the conditions; (d) Unsuccessful grant applications, retain 1 year after rejection or withdrawal. (e) General application and program materials for PHB renter services programs, regardless of funding, offered to public, retain 10 years from decision date.		Consult City Attorney's Office before releasing records.	No	OAR 166-200-0220(1)
Housing Services	HOS-0020	Housing Property Tax Exemption Records (not Inclusionary Housing)	Records document the City's residential tax exemption programs. May include implementation of City housing policies and housing and community development elements of City and regional land use and transportation plans. Records include reports, correspondence, and background information for new construction, renter-occupied, rehabilitation, nonprofit, and/or low-income housing and any other programs that grant property tax exemptions. NOTE: Some information may be confidential.	Bureau or office managing housing grants	25 years from decision date, or 6 years after expiration, whichever is longer		Consult City Attorney's Office before releasing records.	No	Oregon State Archives Special Schedule 2007-0022/001 valid until August 31, 2017 (Renewed by State Archivist 6/15/2012) (TRIM RecNo 12/EM/43795)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Housing Services	HOS-0030	Single Loan Records	Records document the application and management of single loans for home repair, down payment assistance, home retention, counseling, and waitlist management. Records usually include: affidavits, analysis, applications, approvals, certificates, closing documents, contracts, correspondence, commitment, copies, deeds, disbursements, notices, suitability records, verification forms, and waivers.	Bureau or office managing the loan	(a) Deferred Payment Loans (DPL): 10 years after homeowner leaves home, sells home, transfers the title, refinances the mortgage, or a change of use; (b) Rental Rehab Loans: 10 years after loan pay-off or foreclosure; (c) Cancelled Housing Rehabilitation Loans: 10 years after loan cancellation (e) all other single family project records, retain 10 years after expiration of promissory note.		Consult City Attorney's Office before releasing records.	Yes	OAR 166-150-0120(9) Portland City Code 30.01.120.D.2
Housing Services	HOS-0040	Multifamily Rental Project Records and Inclusionary Housing Tax Exemption Records	Records document the City's efforts to ensure that publicly assisted rental housing is affordable to low and moderate income persons and households be preserved as a long-term resource to the maximum extent practicable, and that tenants of such properties will receive protections to facilitate securing new housing should the affordable units be converted to market rate units or otherwise be lost as a resource for low and moderate income housing. Records include loan documents, regulatory agreements, and System Development Charge exemptions when applicable. Multifamily documents include loan application documentation, Reservation and Commitment letters; Title records; Closing Documentation; Site control records; construction documents; construction agreements; closeout records; substantial completion and final completion records. Inclusionary housing project documentation includes all relevant application materials, communication, and decision records.	Bureau or office financing the loan	99 years from regulatory agreement date, or on expiration of promissory note, whichever is longer.		Consult City Attorney's Office before releasing records.	Yes	OAR 166-200-0320(15)
Housing Services	HOS-0050	Multifamily for Sale (Homeownership)	Records include loan application documentation, closing documentation, construction documents, individual homebuyer purchase records, land leases, and related notes.	Bureau of office managing the program	10 years after payoff or loan maturity date.		Consult City Attorney's Office before releasing records.	No	OAR 166-200-0265(3); OAR 166-200-0220(2)
Human Resources	HUM-0010	Employee Background Check Records	Records document the pre-employment or periodic criminal record checks performed on prospective or current staff and volunteers. Records may include but are not limited to background check logs, authorization forms, finger prints, and results.	Office/Bureau conducting background check	(a) Background check log, retain until superseded or obsolete; (b) All other records, retain 90 days		Yes	Yes	OAR 166-200-0305(3)
Human Resources	HUM-0020	Employee Complaint, Grievance, Personnel Action and Appeal Background Records	Series consists of bureau background and investigatory materials related to reviewing, hearing, and resolving employee- or employer-initiated complaints (including Affirmative Action/Equal Employment Opportunity), employee grievances, bureau-initiated disciplinary actions and appeals of adverse personnel actions and disciplinary measures. Documents are used and created within the agency in the course of investigating formal and/or informal complaints. Records consist of complaints, investigation reports, transcripts or summaries, statements of witnesses and other related information. NOTE: These records must be filed separately from Employee Personnel Folders. SEE ALSO: ADM-0640 Requests and Complaints	Bureau of Human Resources	(a) Investigations resulting in termination, retain 10 years after employee separation; (b) Investigations resulting in disciplinary action or exoneration, but not termination, retain 3 years after resolution	Records to be transferred to BHR upon resolution of issue. PARC will not store bureau convenience copies.	Consult City Attorney's Office before releasing records.	Yes	OAR 166-200-0305(10); 166-200-0305(4)(a)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Human Resources	HUM-0030	Employee Hazard Exposure Records	Medical records related to a City employee's exposure to hazardous conditions such as chemicals, toxic substances, bloodborne pathogens, biological agents, bacteria, virus, fungus, radiation, noise, dust, heat, cold, vibration, repetitive motion, or other dangerous work related conditions. Records may include but are not limited to hearing test records, radiation measurement records, blood test or other laboratory results, incident reports, first-aid records, X-rays, work station air sampling reports, and correspondence. NOTE: Hazard Exposure Records must be maintained in a secure file physically separate from other personnel files and handled as confidential medical information. SEE ALSO: ADM-0190 Hazardous Materials Incident Records	Records are to be maintained for the entire retention period by the safety office of the bureau that employed the employee at the time the exposure occurred.	30 years after separation		Yes	Yes	OAR 166-200-0315(2); 29 CFR 1910.1020
Human Resources	HUM-0040	Employee Medical Records	Series consists of medical records (except hazard exposure records) maintained separately from the Bureau Personnel File in compliance with ADA (Americans with Disabilities Act) requirements. Records are a convenience copy of the record copy held in the Bureau of Human Resources NOTE: See HRAR 1.06 EMPLOYEE MEDICAL FILES for a description of what should be maintained in this record series. File should transfer with employee if bureaus are changed. SEE ALSO: HUM-0030 Employee Hazard Exposure Records.	Bureau of Human Resources	10 years after separation	Forward to Bureau of Human Resources Employee Records upon employee separation. If employee transfers to another City bureau, the file should transfer to that bureau.	Yes	Yes	OAR 166-200-0315(3)
Human Resources	HUM-0050	Employee Personnel Folders	Series consists of individual employee files maintained by the Bureau of Human Resources and the materials held by the bureau. Records consist of: individual's application; personal information (non-medical); selection materials; promotions, demotions, transfers; salary information; performance evaluations; notifications of disciplinary action and termination of employment; other records related to status, tenure and work history. Materials held by the bureau may include copies of records held at BHR as well as record copy of records related to manager-employee interactions and other bureau-held records. Bureau employee files may contain additional information which is not maintained by BHR. Records containing medical information must be transferred to the Bureau of Human Resources.	Bureau of Human Resources and employee's bureau	10 years after separation	Official personnel medical records maintained in BHR. Bureaus may retain convenience copies as needed, which should be destroyed upon employee separation. Follow guidelines for confidential destruction when disposing of personnel records. PARC will not store bureau convenience copies.	Yes	Yes	OAR 166-200-0305(5)
Human Resources	HUM-0060	Employee Recognition Program Records	Recognition of employees for special service to the City. May include service awards, recognition certificates, commendations, award nominations, lists of past recipients, and presentation or ceremony records and photographs.	Originating Office/Bureau	(a) Records of Police ceremonies and awards, retain permanently (b) All other award program records, retain 6 years	Subject to review by the City Archives prior to destruction	No	No	OAR 166-200-0305(6)
Human Resources	HUM-0070	Employee Suggestion Records	Records document an employee suggestion program where employees may submit suggestions that improve effectiveness, efficiency, and economy in City government. Employees may receive awards for adopted suggestions. Records may include suggestion forms and evaluations, award information, and related documentation.	Office/Bureau responsible for administering award program	Retain 2 years		No	No	OAR 166-200-0305(7)
Human Resources	HUM-0085	I-9 Employment Eligibility Verification Records	Series consists of federal form required by the Immigration & Naturalization Service (INS) to verify work eligibility within the United States.	Originating Office/Bureau	3 years after date of hire or 1 year after employee separation, whichever is longer	Original hard copy to be retained at employee's bureau per BHR Services Bulletin 8/29/2013	Consult City Attorney's Office before releasing records.	Yes	OAR 166-200-0305(8)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Human Resources	HUM-0100	Recruitment and Selection Records - Announcements, Position Descriptions and Testing Records	Records document the recruitment and selection of City employees. Records may also document the recruitment and selection of contracted service providers such as attorneys, auditors, insurance agents, labor consultants, and others. Records may include but are not limited to job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, civil service and other examination records, classification specifications, affirmative actions records, interview questions, interview and application scoring notes, applicant background investigation information, letters of reference, civil service records, position authorization forms, certifications of eligibility, recruitment summary records (job announcement, position description, documentation relating to the announcement and test, and test items and ratings levels), and related correspondence and documentation.	Bureau of Human Resources for all Recruitment records. Bureau maintains official Selection records.	(a) Announcements, position descriptions, testing records, and successful applicant records, retain 10 years; (b) Unsuccessful applications, retain 3 years (c) Unsolicited applications, retains 3 months	Transfer records to BHR upon creation; retain bureau copies as needed. PARC will not store bureau convenience copies.	Consult City Attorney's Office before releasing records.	Yes	OAR 166-200-0305(12)
Human Resources	HUM-0160	Training Program Records	Records related to the design and implementation of training programs provided to employees by the City. May include class descriptions, instructor certifications, planning documentation, instructional materials, course outlines, class enrollment and attendance records, and related records. NOTE: Training records for individual employees are to be maintained in the employee personnel file.	Office/Bureau responsible for the training program	(a) Retain significant program records 5 years; (b) Retain class enrollment, attendance and other records 2 years.	Significant Training program records subject to archival review.	No	Yes	OAR 166-200-0330(2)
Human Resources	HUM-0170	Unemployment Compensation Claim Records	Records related to unemployment claims that have been filed by City employees. Records include the state's notice of claim filed form, the City's response to claim, response worksheet, administrative decisions, hearings information and related correspondence. Records may include confidential support documentation and should be maintained accordingly.	Office/Bureau where claimant worked	3 years		Consult City Attorney's Office before releasing records.	Yes	OAR 166-200-0295(10)
Human Resources	HUM-0180	Volunteer Program Records	Records document the activities and administration of volunteer programs in the City. May include volunteer hour statistics, volunteer program publiCity records, insurance requirement information, and related records. SEE ALSO: HUM-0190 Volunteer Worker Records	Office/Bureau responsible for volunteer program	4 years	Subject to review by the City Archives prior to destruction	No	No	OAR 166-200-0305(14)
Human Resources	HUM-0190	Volunteer Worker Records	Records document work performed for the City by the public without compensation for their services. May include agreements, applications, skills test results, training documentation, task assignment and monitoring records, and related information. SEE ALSO: HUM-0180 Volunteer Program Records	Originating Office/Bureau	4 years after separation		Records may include confidential information.	Yes	OAR 166-200-0305(15)
Human Resources	HUM-0200	Affirmative Action Records	Reports and related records maintained by the City in compliance with U.S. Equal Employment Opportunity Commission regulations. Contains EEO-4 reports and all records related to the completion of the reports. Includes policy and plans related to Affirmative Action.	Bureau of Human Resources	(a) Plans, updates and policy statements, retain permanently; (b) Quarterly reports, plan calculations, certification lists, and survey records, retain 10 years; (c) All other records, retain 3 years.		No	Yes	OAR 166-200-0305(1)
Human Resources	HUM-0210	Collective Bargaining Records	Bargaining files are used as a reference in contract bargaining prior to the commencement of negotiations. Records include past contracts, midterm bargaining, current contracts, minutes, notes and surveys. SEE ALSO: LGL-0060 Labor Records CAA-0020 Contracts	BHR / City Attorney	(a) Bargaining records and historical union files: 75 years after contract expires; (b) Other records: 6 years after current contract/agreement expires		Yes	Yes	OAR 166-200-0265(1)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Human Resources	HUM-0220	Personnel Management Project Records	Records document studies on issues regarding Personnel Management. Projects are usually undertaken at Council request and used to study process and findings and to disburse information. Records include handouts, questionnaires, correspondence, memos, notebooks, working records, statistical records and information and drafts of plans. Work is often done by a consultant working with bureau personnel. Examples of projects include Pay Equity Studies, Performance Appraisal Process Studies, Classification/ Compensation Studies, etc.	Originating office/bureau	(a) Final study or report, retain Permanent; (b) Other records, retain 5 years after report published.		Consult City Attorney's Office before releasing records.	No	OAR 166-200-0305(2)
Human Resources	HUM-0230	Employee Benefits Records	Records document an individual City employee's benefit information such as selection of insurance plans, retirement, pension, and disability plans, deferred compensation plans, and other benefit program information. Records may include but are not limited to plan selection and application forms, enrollment records, contribution and deduction summaries, personal data records, authorizations, beneficiary information, year-end leave balance reports, notices of disability payments made, and related documentation.	BHR/Payroll	(a) Retain year-end balance reports and official copy of enrollment records 75 years after employee separation or eligibility expired; (b) Retain other records 3 years after employee separation or eligibility expired; (c) Medical expense reimbursement plan & dependent care assistance plan (MERP/DCAP) records retain 7 years		Yes	Yes	OAR 166-200-0310(1)
Human Resources	HUM-0240	Position Description, Classification, Salary Survey, and Compensation Records	Records are official documentation of position and classification specifications. Series is used to allow quick access to current position and classification specifications (job descriptions) and is created to allow easy retrieval for requests from the public, employees, et al. for class and position descriptions of City classifications. Series includes reclass request forms (P-4s).	BHR	(a) Compensation Plan: Permanent; (b) All other records: 3 years after obsolete, superseded, or final action (recommendations submitted/report published)		No	No	OAR 166-200-0310(2)
Human Resources	HUM-0250	Drug Testing Records	Series consists of records that document the testing of current and prospective employees for controlled substances prohibited by policy, procedure, code, or statute. Records may include but are not limited to the documentation of test results, the collection process, the random sample process, and those documenting the decision to administer reasonable suspicion drug testing. Must be filed separately from Personnel Files and Medical Records.	BHR	10 years after employee separation		Yes	No	OAR 166-200-0315(1)
Human Resources	HUM-0260	HIPAA Health Care Component Designation Records	Records document the designation of a health care component of a covered hybrid entity under the Health Insurance Portability and Accountability Act (HIPAA). Under HIPAA, a hybrid entity is a covered entity whose business activities include both covered and non-covered functions (45 CFR 164.103). Per 45 CFR 164.104 (a)(2)(iii)(c), "The covered entity is responsible for designating the components that are part of one or more health care components of the covered entity and documenting the designation..." Within the City, the designation is determined by Ordinance, which is retained permanently.	Originating office or bureau	(a) Ordinance designating the City a covered hybrid entity, retain permanent. (b) Development records, retain 6 years from date designation expires or is superseded		No	Yes	45 CFR164.105(c)(1-2)
Human Resources	HUM-0270	Protected Health Information Program Records	This record series consists of records related to several aspects of managing Health Insurance Portability and Accountability Act (HIPAA) records at the City. Records include listing the title(s) of the person(s) or office(s) of the covered entity responsible for receiving and processing requests by individuals for access to protected health information. This record series also includes those records documenting the disclosure by a covered entity of protected electronic health information including the purpose of the disclosure or copy of the written request for disclosure. Lastly, this series also covers records of all complaints received concerning the covered entity's privacy policies and procedures and compliance thereto, the disposition of any of the complaints, and any sanctions applied by the covered entity against employees failing to comply with the policies and procedures.	Office or bureau responsible	6 years after last action		Yes	Yes	45 CFR164.528(a)(1); 45 CFR164.528(a)(3)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Information Technology	IT-0010	Information (Computer) System Maintenance Records	Records document the maintenance of City computer systems and are used to ensure compliance with any warranties or service contracts, schedule regular maintenance and diagnose system or component problems, and document systems backups. Records may include but are not limited to computer equipment inventories, hardware performance reports, component maintenance records (invoices, warranties, maintenance logs, correspondence, maintenance reports, and related records), system backup reports and procedures, and backup tape inventories, and related documentation. SEE ALSO: IT-0030 Information (Computer) System Program and Software Documentation.	Office/Bureau responsible for system maintenance	(a) Records related to system or component repair or service, retain for the life of the system or component; (b) Records related to regular or essential records backups, retain 1 year after superseded or obsolete		No	No	OAR 166-200-0345(4)
Information Technology	IT-0020	Information (Computer) System Planning and Development Records	Records document the planning and development of information systems. Although these records typically document computerized information systems, they may also document manual filing systems and microfilm systems. Records may vary according to the level of documentation required for each system, but may include information technology plans, feasibility studies, cost-benefit analyses, institution studies and surveys, information management project records, system specifications and revisions, software evaluations, component proposals, technical literature, vendor literature and proposals, and correspondence.	City-wide systems: Bureau of Technology Services; Bureau-specific systems: agency responsible for maintaining the system	(a) Implemented systems, retain for the life of the system; (b) Unimplemented systems, retain 3 years	Records may include confidential information. Coordinate with BTS to determine which records are retained by BTS and which are retained by the individual Office/Bureau	No	No	OAR 166-200-0270(6)
Information Technology	IT-0030	Information (Computer) System Program and Software Documentation	Records document the addition, modification, migration, or removal of software from a City computer system. Records usually fall into six categories: 1) records that document operating systems; 2) records that document the in-house creation and modification of application programs; 3) records that document the structure and form of data sets; 4) records that document the use of commercial software packages; 5) records that document the structure of the system; 6) records that document system-to-system communication. Records may include but are not limited to system overviews, operation logs, job listings, operator instruction manuals, system development logs, system specifications and changes (including narrative and flow chart descriptions), conversion notes, data set logs, data set inventories, data set record layouts, hard copies of tables, data dictionaries, data directories, programming logs, program specifications and changes, record layouts, user views, control program table documentation, program listings, commercial software manuals, and related correspondence and documentation. SEE ALSO: IT-0010 Information (Computer) System Maintenance Records	Combination of BTS and the Office/Bureau that manages the business process that the computer system supports	(a) Retain migration plans until superseded or obsolete; (b) Retain other records 1 year after system superseded	Coordinate with BTS to determine which records are retained by BTS and which are retained by the individual Office/Bureau	No	Yes	OAR 166-200-0270(2)
Information Technology	IT-0040	Information (Computer) System Security Records	Records document the security of the City's computer systems. Includes employee access requests, passwords, access authorizations, and related documentation.	Bureau of Technology Services	3 years after superseded	If the system security records are managed by an individual bureau, rather than BTS, the bureau is the office of record.	Yes	Yes	OAR 166-200-0405(2)
Information Technology	IT-0050	Information (Computer) System User Support Records	Records document troubleshooting and problem-solving assistance provided by agency personnel to users of information systems (computer, telecommunications, etc.) Records may include assistance requests, resolution records, and related documentation.	Office/Bureau providing user support	(a) Problem logs: retain summary report 5 years; (b) Weekly reports, detail information and all other records, retain 1 year		No	No	OAR 166-200-0270(9)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Information Technology	IT-0070	Software Management Records	Records document the use of software in City information systems to insure that institution software packages are compatible, that license and copyright provisions are complied with, and that upgrades are obtained in a timely manner. Records may include but are not limited to software purchase records, inventories, licenses, site licenses, and correspondence.	Office or bureau overseeing software	2 years after software disposed of or upgraded		No	No	OAR 166-200-0270(7)
Information Technology	IT-0080	Network Access Records	Series is used to document the configuration and authorization for network services. Series is created to document access rights and network configuration for Bureau information systems. Records include user information and hardware and software requests. Series may include printer set-up requests, requests to access specific programs, GRUMP (Group Resource and User Management Person) approval for access to programs, user names/passwords, workgroups, directories, etc. Records include termination rights and documentation of date and who made network changes. Series includes PC inventories and reports to document network configurations.	BTS	1 year		No	No	OAR 166-200-0270(9)
Information Technology	IT-0090	Telecommunications System Management Records	Records document the creation, modification, or disposition of City telecommunications systems. Records may include but are not limited to equipment records, Federal Communications Commission records, repair order forms, system planning records, telecommunications maintenance contracts, telecommunications service orders, and correspondence.	Office or bureau overseeing telecommunications	1 year after system superseded or obsolete		No	Yes	OAR 166-200-0270(8)
Neighborhood and Community Involvement	NCI-0010	Neighborhood Association Records	Records document neighborhood association activities. Records are created as a reference to general activities of the grassroots efforts of specific neighborhoods. Series documents association activities such as crime prevention, citizen participation and other activities of interest to the specific neighborhoods. Records include association bylaws, meeting notices, news articles, meeting agendas, correspondence, letters of recognition, etc. Series also includes documentation resources of information on community issues and neighborhood programs. Series is used to advise community groups and citizens on proper procedures for running a program. May contain historical information, see Retention Notes.	Civic Life	Permanent	City Archives must be consulted about the preservation of permanent records.	No	Yes	OAR 166-200-0325(5)
Neighborhood and Community Involvement	NCI-0020	Crime Prevention Community Organization Records	Series is used to document activities of the public to protect and watch their neighborhoods. Neighborhood programs are created to provide a presence and report problems as a deterrent to criminal activity. Records may include names, contact information, names of neighborhood members, training information, equipment purchase/loaned, maps, volunteer hours, patrol schedules, significant incidents, etc. Series includes but is not limited to neighborhood watch program, citizen foot patrols, neighborhood patrols, block watches, business district patrols, park patrols, enhanced safety properties, public safety action committees, and other similar programs.	Civic Life	10 years after inactive	Subject to review by the City Archives prior to destruction	Yes	No	OAR 166-200-0350(19)
Neighborhood and Community Involvement	NCI-0030	Neighborhood Dispute Resolution Records	Records document the City's dispute resolution program to handle complaints by the public about concerns or disputes with neighbors or merchants. Typical cases may include animal control, landlord/tenant issues, noise, harassment, property disputes, and business/consumer issues. Records may include budget, activity, and statistical reports, mediation training information, evaluation and intake records, service referrals, resolution agreements, and follow-up surveys.	Civic Life	10 years after last action		May contain confidential information	No	OAR 166-200-0350(61)
Neighborhood and Community Involvement	NCI-0040	Community Outreach and Cooperation Records	Series documents a cooperative program (intergovernmental, private industry, and citizens) to develop and respond to community/public problems and concerns. Records may include copies of agreements, memos of understandings (MOUs), certifications, correspondence, meeting records, and other records used to document exploration and response to issues. Examples of outreach programs include stewardship programs, watershed committees, pollution prevention outreach (P20), nature scaping, programs to train community members, leadership seminars, community organization, etc. Examples of cooperative records include records with "Friends of" groups. May contain historical information, see Retention Notes.	Bureau or office conducting the outreach	10 years after expiration of cooperative agreement or expiration of program.	Subject to review by the City Archives prior to destruction	No	No	OAR 166-200-0235(12); OAR 166-200-0235(5); OAR 166-200-0265(3); OAR 166-200-0350(14)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Parks and Recreation	PR-0010	Tree Inspection Records	Series is created to document tree inspections and to summarize permit actions and describes work done. Record includes intake information, tree location and information, type of permit or inspection needed, inspectors report (date, inspector, tree variety, spacing, setback, comments), work order/action, completion report, crew reports, map of property, etc.	Parks	15 years	Subject to review by the City Archives prior to destruction	Consult City Attorney's Office before releasing records.	No	OAR 166-200-0345(8)
Parks and Recreation	PR-0020	Nursery Inventory Records	Series is used to document plants, trees and shrubs that are available for planting. Series is similar to a purchasing catalog of available product. Records include the inventory of plants, trees, shrubs, etc. Inventory information generally includes type of plant, variety, size, location in nursery, number available and other related information.	Parks	5 years		No	No	OAR 166-200-0340(1)
Parks and Recreation	PR-0030	Natural Resources Records	Records document the long-term planning and management of the City's natural resources overseen by the Bureau of Parks and Recreation. Records include tree census/permitting records, plant collection records, grow records, trail inventories, and community gardens records. Key Terms: Landscaping; Rose Gardens	Parks	Permanent		No	Yes	OAR 166-200-0345(8); OAR 166-200-0340(3); OAR 166-200-0345(17)
Parks and Recreation	PR-0040	Parks and Recreation Program Records	Series is used to track general information about P&R programs and P&R associations. Series is created to provide general information about programs. Records include registration dates, how to get involved with program, where the program takes place, information on coaches/instructors, organizational flyers, team/group schedules, permits needed to compile schedules, player cards, scholarships, and other related information. Also included is information from adult and youth leagues.	Parks	3 years	Subject to review by the City Archives prior to destruction	No	No	OAR 166-200-0235(9)
Payroll	PAY-0010	Payroll Administrative Records and Reports	Reports, statistical studies, and other records designed and used for budget preparation, projections, workload and personnel management, research, and general reference. Often consists of recapitulation reports organizing wages, deductions, and other data into categories such as quarter-to-date, year-to-date, fiscal year-to-date, department, division, section, employee/employer contributions, and others.	Payroll	3 years		No	No	OAR 166-200-0295(8)
Payroll	PAY-0020	Payroll Registers and Listings	Series used to list and control all checks produced during the payroll generation process. It is a computer generated report produced every two weeks in conjunction with each payroll run. It includes pay data for each employee.	Payroll	(a) Payroll registers and final year end report, retain Permanent; (b) Other reports, retain 2 years		Consult City Attorney's Office before releasing records.	Yes	OAR 166-200-0295(9)
Payroll	PAY-0030	Payroll Time and Attendance Batch Logs	Series used to record receipt of batches of Time and Attendance Reports (TARS) from Appropriation Units (AU). Series consists of preprinted list of all AU batches of TARS expected to be received by Payroll each accounting period. Batches are checked in and undesignated batches are entered manually.	Payroll	1 year		Consult City Attorney's Office before releasing records.	No	OAR 166-200-0400(6)
Payroll	PAY-0040	Fair Labor Standards Act Payroll Activity Reports	Series maintained to meet Fair Labor Standards Act (FLSA) requirements. Consists of lists by Responsibility Unit (RU), Social Security number, name of employees, job class, pay code, FLSA rate and current amount paid to the employee.	Payroll	3 years		Consult City Attorney's Office before releasing records.	No	29 CFR 516.5
Payroll	PAY-0050	Employee Tax Summary (PRR 410)	Series used to record individual employee's Oregon State income tax information. It includes employee name, social security number, and amounts of Oregon State income tax withheld. This series also includes records such as a W-2.	Payroll	5 years		Consult City Attorney's Office before releasing records.	Yes	OAR 166-200-0295(11)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Payroll	PAY-0060	Withholding Allowance Certificates (W-4)	Series used to document employees' tax exemption status. It consists of federal forms filled out by employees.	Payroll	5 years after superseded or employee separation.		Consult City Attorney's Office before releasing records.	Yes	OAR 166-200-0295(12)
Payroll	PAY-0070	Deductions & Other Earnings by Employee Reports	Series used to record deductions authorized by City employees. It is a computer print-out listing specific types of deductions authorized by City employees. Indicates the difference between deductions to date and the maximum amount of each deduction specified for the year; amount of deductions by employee; and totals for the City by type of deductions.	Payroll	6 years		Consult City Attorney's Office before releasing records.	Yes	OAR 166-200-0295(2)
Payroll	PAY-0080	Payroll Voluntary Deduction Authorizations	Series used to document employees' authorization for deductions from pay. It includes responsibility unit number, social security number, authorization to deduct wages, amount, purpose, date, employee signature.	Payroll	3 years after authorizations superseded or employee separation		Consult City Attorney's Office before releasing records.	No	OAR 166-200-0295(1)
Payroll	PAY-0090	Leave Balance Reports	Reports document individual City employee accrual and use of sick, vacation, compensatory, personal business, family and medical leave, and other leave time. Information usually includes employee name and number, social security number, leave beginning balance, leave time accrued, and leave time used, ending balance, and related data.	BHR	(a) Vacation, sick & compensatory reports, retain Permanent; (b) Other earnings by employee reports, retain 6 years		Consult City Attorney's Office before releasing records.	Yes	OAR 166-200-0295(7)
Payroll	PAY-0100	Employee Garnishment Orders and Worksheets	Series used to calculate and record garnishments against City employees. It includes Writ of Garnishment and worksheets for each employee who has a garnishment against their wages.	Payroll	3 years after resolution		Consult City Attorney's Office before releasing records.	No	OAR 166-200-0295(5)
Payroll	PAY-0110	Federal and State Tax Records	Series used to record taxes withheld from employees' pay and City's payment of withheld taxes to government agencies. Also includes records documenting withholding of taxes from vendors (original W-9s). It contains employees' names, social security number, and amounts withheld. Computer tapes of information are sent to government agencies.	Payroll	(a) IRS form 1099 copies, retain 6 years; (b) Vendor IRS form W-9, retain permanent; (c) All other records, retain 5 years		Yes	Yes	OAR 166-200-0295(4)
Law Enforcement	LE-0010	Drug House Records	Series is used to track, document and notify public of Drug House Ordinance violations. Record includes form letter, tax information, CRISS/Portland Police Data System (PPDS) information and reports, crime property checklist, computer printouts concerning a specific address and other related data. Record may include citizens response. Records are also accrued and used by the Portland Fire Bureau. These records include a copy of the State Health Form (Clandestine Drug Lab Incident Form), a copy of the certified letter to the property owner, and the certified receipt.	Bureau or office tracking the property	5 years after last action on property (demolition, certified cleanup, boarding, or other actions)		May contain confidential information.	No	OAR 166-200-0250(8)
Law Enforcement	LE-0020	Law Enforcement Background Investigations	Series is used to investigate the background of potential hires for sworn and non-sworn police personnel. Series consists of the records compiled and used to create final background reports and is also used as a daily reference to check status of ongoing investigations. Records include correspondence, audio tape, police reports, agency checks, waivers and other records used to compile the final background report. For investigation assignment logs, records document assigned background checks to the investigators. Log includes name, date assigned, investigator and other related information.	PPB	(a) Hired, 3 years after separation; (b) Non-hired, 3 years from conclusion of investigation; (c) Working records, retain Until final report is issued; (d) Investigation assignment logs, retain 3 years after termination or final action	This schedule is used by BOEC for their background investigation records.	Yes	Yes	OAR 166-200-0305(3)
Law Enforcement	LE-0030	Chaplain Counseling Records	Series is created to document counseling by the Chaplain for bureau employees and dependents. Series is used by the Chaplain to compile statistical information and to track and follow-up on problems and counseling action. Record includes personal data, problem, evaluation, recommendations, acceptance, referral info, etc.	PPB	3 years after last action		Yes	No	OAR 166-200-0305(16); OAR 166-150-0135(11)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Law Enforcement	LE-0040	Police Animal Records	Records document animals involved in the City Canine (K-9) Unit or Mounted Patrol Program. Records include medical records, how the animal came into the program, historical information, photographs, and other information about the animals. For canines, records also include capture log, type of activity undertaken by the dog (tracking, search, guard, etc.), capture number, custody number and other related information. Information since 1993 is maintained electronically. Mounted Patrol ended in 2016/17. May contain historical information, see Retention Notes.	PPB	5 years after animal leaves program. Information kept by handler through service of dog. Records should be transferred to Canine Unit upon separation of dog from department.	Subject to review by the City Archives prior to destruction	Yes	Yes	OAR 166-200-0345(7)
Law Enforcement	LE-0050	Jail Logs	Series is created to document fingerprints processed by the Identification Division Staff when prisoners are booked into the county jail. Series is used to authorize release of prisoners after they have been identified. Log include prisoner's name, agency, cite time, processing information, time, sign in, date, etc.	PPB	(a) Homicides, retain 20 years; (b) Felonies, retain 10 years; (c) Misdemeanors, retain 5 years				OAR 166-200-0350(10)
Law Enforcement	LE-0060	Community Policing and Problem Solving Records	Records document resources used by the Portland Police Bureau in community policing. Records include contacts by NRTs (Neighborhood Response Teams), lists of individuals excluded from the area, and can also include records generated by outside agency visits. Records include contact information, organizations and individuals related to contact, records related to issues in the area and copies of records used to support exclusions.	PPB	(a) Agreements, retain 6 years after expiration; (b) Exclusion records retain 3 years; (c) all other records retain 2 years		Consult City Attorney's Office before releasing records.	No	OAR 166-200-0350(14)
Law Enforcement	LE-0070	Crime Analysis Records	Records in this series document the processes, procedures, and outcomes of analyzing various types of criminal information and data. Records include handwriting forgery records, gun histories and details about purchases, traffic fatality information, and domestic violence records. Series can be used for any analytical work in determining crime patterns, rates, and other data.	PPB	(a) Major crime analyses or studies, retain 10 years; (b) All other records, retain 1 year	May contain historical information.	May contain confidential information.	No	OAR 166-200-0350(18)
Law Enforcement	LE-0080	Crime Prevention Program Records	Records document Portland Police Bureau efforts to create programming to prevent a wide variety of possible crimes. Records include program information, course information, schedules, training plans, systems used to track information, attendees, and other related records. Examples of types of records that fit this series include Crime Stoppers records and women's self-defense training program records. SEE ALSO: LE-0100 Sex Offender Registry Records	PPB	(a) Significant program records, retain 5 years; (b) Class enrollment and attendance records, retain 2 years; (c) All other records, retain 1 year.	Subject to review by the City Archives prior to destruction May contain historical information.	Consult City Attorney's Office before releasing records.	Yes	OAR 166-200-0350(20)
Law Enforcement	LE-0090	Criminal History Dissemination Records	Records document Bureau efforts at establishing and maintaining historical information on certain crimes, criminals, and events. Types of records included in this series include true identity records, identities of those involved in Auto Theft cases, as well as records not pertaining to a specific cases and records of incidents in other jurisdictions. These records can be very transitory in nature.	PPB	Until case completed or suspended. If unrelated to a case, retain as needed.		Consult City Attorney's Office before releasing records.	No	OAR 166-200-0350(24)
Law Enforcement	LE-0100	Sex Offender Registry Records	Records document the process of notifying the public of a sex offender likely to reoffend. Series is used to document the notification process. Records may include investigation records, Oregon State Police (OSP) threat assessment tool, copies of police reports, photos, evaluations, after action memos, notification address log, copies of fliers, press releases and other similar records. These records document individual cases of sex offenders registering. SEE ALSO: LE-0080 Crime Prevention Program Records	PPB	60 years		Yes	Yes	OAR 166-200-0350(25)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Law Enforcement	LE-0110	Criminal Intelligence Records	Records document information gathered from various sources about suspected criminal activity. Records include investigative reports, correspondence, background data photos, and other related records. Records may contain information on suspects, activities, locations, source of intelligence information, etc.	PPB	(a) "Permanent files" as defined by OAR 137-090-0080, retain 5 years; (b) "Temporary files" as defined by OAR 137-090-0080, retain 1 year; (c) "Working files" as defined by OAR 137-090-0080, retain 30 working days.		Yes	No	OAR 166-200-0350(25)
Law Enforcement	LE-0120	Gang Designation Records	Records document information about participants or persons who are affiliates of criminal gangs. Records document gang members, gang organization, and other related information. Records include gang designation report form, reference date of activity, reports of conduct, police reports, correspondence, background checks, last known address, gang affiliation letter, etc. Records may also include hearing and appeal records, letters that have been returned as undeliverable and other records gathered to support or refute the designation of a specific individual.	PPB	(a) "Permanent files" as defined by OAR 137-090-0080, retain 5 years; (b) "Temporary files" as defined by OAR 137-090-0080, retain 1 year; (c) "Working files" as defined by OAR 137-090-0080, retain 30 working days.		Yes	No	OAR 166-200-0350(25)
Law Enforcement	LE-0130	Detoxification Reports	Records document detoxification/home/medical transfers for intoxicated (drunk) individuals. Record is a copy of the incident report but is not numbered like a case file. Record includes circumstances, actions, where transferred, and other similar information.	PPB	2 years		Yes	No	OAR 166-200-0350(26)
Law Enforcement	LE-0140	Sealed and Expungement Records	Records document court orders setting aside a conviction or arrest under ORS 137.225. Records are used to remove identification records (rolled prints and photographs) and seal them under court order. Records consist of envelopes in which copies of fingerprint cards, mug shots, negatives, detective notifications, computer searches and other related records are filed. Access is limited by court order. Sealed envelopes contain court order and requirement to seal records. Envelope includes original reports and printout of record before seal. NOTE: Some records contained in these files may be exempt from disclosure under ORS 192.501 through 192.502.	PPB	retain 20 years or according to the directive of the court	Consult your bureau's legal counsel for assistance before releasing information.	Yes	Yes	OAR 166-200-0350(52)(35)
Law Enforcement	LE-0150	Fingerprint Records	Records document the identification of individuals through the use of fingerprints, palm prints, toe prints and other personal identifiers. Records identify persons that have been jailed or that are deceased. Records may include copies of ten print cards, name of individual, fingerprint classification, social security number, physical descriptors, aliases, occupation, information about individual taking print, etc. Series includes fingerprints taken for persons arrested on suspected criminal activity as well as individuals who need fingerprints taken to work in certain job classifications. Series include records pertaining to latent fingerprints found at crime scenes and may include fingerprints, palm prints, toe prints and other similar prints found at crime scenes. Record may also contain diagram or description of location, case number, date and time, and other significant information about the crime scene and the criminalist lifting the print.	PPB	(a) Identified fingerprints for Homicides and unnatural deaths, retain permanently; (b) Identified fingerprints for all other cases, retain 20 years; (c) Latent fingerprint cases involving crimes with no statute of limitations, retain 75 years after case closed; (d) All other latent fingerprint cases retain 1 year after statute of limitations expires.		Yes	Yes	OAR 166-200-0350(36); OAR 166-200-0350(54)
Law Enforcement	LE-0160	Alarm Response Records	Records document the response and use of security alarms in the City limits. Series is used to track information on permitted alarms. Records include address, findings, action taken, follow-up information and other related records. Examples of records include alarm adjustments, alarm suspension notices, false alarm courtesy (FAN) records and other similar records.	PPB	2 years		May contain confidential information.	No	OAR 166-200-0350(4)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Law Enforcement	LE-0170	Incident Case Records	Records document police incidents and crime cases that have been reported to or investigated by the Police Bureau. Records may include case number, investigative reports, arrest reports, follow-up reports and correspondence, fingerprints, photographs, teletypes, computer printouts, background checks, court orders, court dispositions, notes, laboratory reports, Driving Under Influence of Intoxicants (DUII) records including analysis, copies of warrants, property/evidence receipts, custody reports, alleged activity, location, date, validity of source, etc. Examples of incidents may include but are not limited to felonies, misdemeanors, robberies, shop lifting, burglaries, car thefts, gang designation, homicides, DUII's and other similar reports.	PPB	(a) Homicides and dead body records, retain permanently; (b) Measure 11 and sex crimes, retain 60 years; (c) Explosives-related, retain 30 years; (d) All other cases, retain 20 years		Yes	Yes	OAR 166-200-0350(41)
Law Enforcement	LE-0180	Informant Case Files	Records document information about confidential informants used by the Police Bureau. Series is created to track specific information about informants. Series includes both true name records and moniker records. Records may include name, moniker, when paid, how much paid, what they were paid for, reliability, background	PPB	Until superseded or obsolete		Yes	No	OAR 166-200-0350(42)
Law Enforcement	LE-0190	IAD Complaints and Review Board Records	Records document investigation of all allegations of misconduct by Portland Police Bureau personnel and is used to investigate and document the complaints. Records may include a complainant intake form, acknowledgment of complainant, Portland Police Data System (PPDS) printouts, Computer Aided Design (CAD) printouts, investigative reports, police incident reports, medical releases, photos, correspondence, tapes of interviews and other related records. Series includes Review Board records which may include reports, correspondence, photos, investigative material, witness statements, hearing notification, decision sheets, supervisor comments, etc. SEE ALSO: ADM-0640 Requests and Complaints	PPB	(a) Investigations resulting in termination, retain 10 years after employee separation; (b) Investigations resulting in disciplinary action or exoneration, retain 3 years after resolution; (c) Unfounded investigations, retain 3 years.		Yes	Yes	OAR 166-200-0350(51)
Law Enforcement	LE-0200	Juvenile Logs	Records document juveniles processed by the Identification Division during intake. Series is used to authorize the release of juveniles after they have been identified. The log includes juvenile's name, arresting agency, processing information, sign-in, date, mug number, system identification (SID) number, etc.	PPB	6 years or after age of majority, whichever is longer, or as directed by the court		Yes	Yes	OAR 166-200-0350(53)
Law Enforcement	LE-0210	Mugshots	Records document the photographic identification of suspects. Records also document the collection of photographs for line-ups. Series contains photographs and mugshots of individuals collected and kept for identification purposes.	PPB	(a) Retain homicides 20 years; (b) Retain felonies 10 years; (c) Retain misdemeanors 5 years.		No	No	OAR 166-200-0350(60)
Law Enforcement	LE-0220	Officer and Detective Notebooks	Series are the notes written by officers and detectives during the course of a shift containing information which may or may not be included in an official report. Series is used for referral in writing reports and testifying in court. Record includes names, dates, times, vehicles, activities, locations and other related data. Records may pertain to contacts, incidents, unusual circumstances, and other subjects.	PPB	5 years		May contain confidential information.	No	OAR 166-200-0350(62)
Law Enforcement	LE-0230	Weapons and Firearms Records	Records document the qualification of officers and weapons as required by Board on Public Safety Standards and Training (BPSST) and Police Bureau standards, and to document the issuance, maintenance/repair, and sale of weapons and firearms. SEE ALSO: ADM-0120 Equipment Issued Records	PPB	(a) Officer qualifications, retain until officer separation; (b) Firearm records, retain until sale of weapon		May contain confidential information.	No	OAR 166-200-0350(63)
Law Enforcement	LE-0240	Pawn Broker and Second Hand Dealer Reports	Records document the tracking of second hand dealer reports/pawn slips and to check for stolen property. Series is used to summarize information and to provide usable reports on items that have been pawned or sold.	PPB	3 years		No	No	OAR 166-200-0350(65)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Law Enforcement	LE-0250	Photo Radar Records	Records are the negatives of photographs taken by photo radar units. Series is used to investigate traffic infractions that have been photographed by photo radar methods. Series also contains the negatives of vehicles/persons who are not issued citations or that have been dismissed for various reasons. Series may contain negatives/prints taken by the radar units, copies of citations, forms to dismiss, copies of drivers license, and other related documents. Citations contain photographic evidence, destroy all prints, negatives and associated photographic evidence with citation.	PPB	(a) Photo Radar Logs, retain 3 years; (b) Photo radar citations issued, retain 2 years; (c) Photo radar citations not issued, retain 30 days.		Yes	No	OAR 166-200-0350(67)
Law Enforcement	LE-0260	Polygraph Records	Series is created to verify or eliminate suspects in criminal cases. Series is used to document statements made during a polygraph exam. Records include charts, computer disks, computer printout of results, questions asked, Miranda rights, copy of incident reports, notes, consent to polygraph form, hand scoring report, background information form and other related documents. Series also includes appointment book for scheduling polygraph sessions.	PPB	(a) Case involving crimes with no statute of limitations, retain 75 years after case closed; (b) All other cases, retain 1 year after statute of limitations expires. (c) Retain operator appointment book 5 years after license expiration		Yes	No	OAR 166-200-0350(68)
Law Enforcement	LE-0270	Evidence/Property Records	Records are used to track evidence in police custody. Records are also created to track physical location of property/evidence and maintain the chain of custody record. Records include receipt number, case number, type of property, owner information, incident, location, intake information, description of property, and other related data. Records may also track custody to and from court and release information.	PPB	(a) Homicide, retain Permanent; (b) Measure 11 and sex crimes, retain 60 years; (c) Cases involving crimes with no statute of limitations, retain 75 years after case closed; (d) all other cases retain 10 years after last action		Yes	Yes	OAR 166-200-0350(70)
Law Enforcement	LE-0280	Tow and Vehicle Hold Records	Series is used to document vehicles that have been towed. Series is used to help locate towed cars and to help determine if a car has been towed by a private company. Series includes tow number, vehicle number, tow company, and other related records. Series includes tows for no insurance, private impounds, abandoned autos, tag warrants, penalties, etc. SEE ALSO: ADM-0270 Lost and Found Property Records	PPB	2 years	Tows connected to specific case file should be transferred and filed with Police Incident Records	No	No	OAR 166-200-0350(74)
Law Enforcement	LE-0290	Traffic Citation and Infractions Records	Series is used as a reference to traffic citations issued by the Police Bureau. Record is a copy of the citation issued by the officer. Information may include date, time, location, name and address, phone number, date of birth, race, license number, state of issue, expiration, make and model of car, violation, signature and other related data.	PPB	3 years		No	No	OAR 166-200-0350(76)
Law Enforcement	LE-0300	Driving Under the Influence of Intoxicants (DUI) Log	Series is created to document all Driving Under Influence of Intoxicants (DUI) tests performed by the traffic division. Record includes defendant's name, officer information, breath test information and other related information. Series includes records of refusal to submit to breathalyzer tests.	PPB	1 year		No	No	OAR 166-200-0350(75)
Law Enforcement	LE-0310	Traffic Safety Notices	Series is created to inform motorist of equipment problems and other minor infractions. Series is used to warn rather than cite for traffic violations. Records include name, date, date of birth, driver's license number, location, violation officer information and other related information.	PPB	1 year		No	No	OAR 166-200-0350(77)
Law Enforcement	LE-0320	Warrant Records	Series is the written order made by the court requesting law enforcement officials to bring a specified individual before the court. Record includes information about the wanted person, date, charge, judge's name, and other related data. Series may include wanted posters, teletypes, warrant cards and other records to the service of warrants. The record copy is maintained by the Court of Record.	PPB	Until served or recalled by the court		No	No	OAR 166-200-0350(8)
Law Enforcement	LE-0330	Block Home Program Records	Series is used to document the application for, review of and the denial/approval of the block home permit. Series is created to certify homes that meet specific program guidelines to provide safety and protection to school age children. Records include copy of the permit application with name, date, date of birth of all individuals in the home, background checks, computer printouts, personal data, etc.	PPB	(a) Approved applications, retain 2 years after withdrawal from program; (b) Denied applications, retain 2 years		Yes	No	OAR 166-200-0350(9)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Law Enforcement	LE-0340	Traffic Investigation Records	Series is created to document special problems / areas of concerns as well as document automotive crimes (such as hit and runs). Series is used to report on problems and actions taken in response to the problem. Records include reports, forms, maps, agreements, complaints, correspondence, and other types of similar records. Examples of issues include cruising, multi-accident areas, bad traffic streets, school bus stop violations, etc.	PPB	(a) Reports and summaries, retain 10 years; (b) all other records, retain 5 years		No	No	OAR 166-200-0365(7)
Law Enforcement	LE-0350	Planning and Support Records	Series is created to support decisions and assessments of policy and to track general responses to crime in the City. Series is used to answer specific questions about criminal activity. Project records may include the work request (starting purpose of request and what individual wants, name of requestor, date received, due date, etc.), surveys, analysis, maps, program information, summary date, copy of data given to requestor, working records, etc. Series also contains log books used to document projects. Examples include information compiled for reports, precinct maps, neighborhood association maps, etc.	PPB	(a) Annual reports, and monthly reports for years in which no annual report exists, retain permanently; (b) Other reports, retain 2 years.		No	Yes	OAR 166-200-0385(12)
Law Enforcement	LE-0360	Elder Crimes and Senior Programs	Series is created to track and investigate suspicious activity against the elderly and track location and contact information of elderly for the purpose of wellness checks. Series generally is not part of an incident report because a crime has not been committed. Series is used to determine if a pattern of fraud or misrepresentation may exist. Records are generally informational in nature and consist of bulletins, memos, notes and other records that investigate, explain or warn of suspicious activity. Records may include information on dates/times of contact and name of individual making contact. Records may contain potentially sensitive information such as protected health information (PHI) and/or personally identifiable information (PII).	PPB	2 years		May contain confidential information	No	OAR 166-200-0385(1) State Approval No: 97-00005-0048
Property Management	PMT-0010	Property Records	Records document the acquisition, maintenance, and disposition of property and assets held by the City. Records document real property, capital assets, and equipment or vehicles.	Office/bureau managing the property	(a) Real property disposition records, retain 10 years after transaction completed; (b) Real property and capital asset maintenance records, retain 2 years after life of asset; (c) All other inventory, maintenance, and disposition records not mention above, retain 3 years after disposition of asset.		May contain confidential information. Consult City Attorney's Office before releasing records.	Yes	OAR 166-200-0340(1); OAR 166-200-0345(12)
Property Management	PMT-0020	Right-of-Way Acquisition Records	Series is used as reference/verification of City easements and street dedications. It contains project documentation and includes record of negotiations on individual sewer projects, as-built drawings, street deeds, street vacations and real estate purchases, street widening and railroad crossing agreements, easements for sewers and retaining walls and grade changes.	Office/bureau managing these acquisitions	Permanent		No	Yes	OAR 166-200-0215(11)
Property Management	PMT-0030	Street Vacations	Series is used to prepare Council documents necessary for street vacations. Records include original executed petition for vacation of street right of way, map of street to be vacated, abutting property owners' signatures, and reason for vacation request.	Auditor's Office / Right-of-Way	Permanent		No	yes	OAR 166-200-0380(14)
Property Management	PMT-0040	Deeds to City Owned Land	Recorded evidence of City ownership of public lands and right-of-ways. Exhibits may include maps and legal descriptions, title transfers, and related correspondence. Information typically includes a description of property, signatures of previous owner and City representative, and date of transfer.	Auditor's Office	Permanent		No	Yes	OAR 166-200-0380(4)
Property Management	PMT-0050	Easements	Recorded grants by property owners to the City for the use of private property for public uses. Examples consist of street, utility, bike path, sewer, storm drain, and landscaping easements. May include maps or other exhibits. Information includes property owner's name and signature, location of property, type of easement, terms, and date of signing.	Office/bureau requiring the easement	Permanent		Consult City Attorney's Office before releasing records.	Yes	OAR 166-200-0380(5)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Property Management	PMT-0060	Technical Manuals, Specifications, and Warranties	Technical manuals, specifications, and warranties for equipment and vehicles. Records may include lists of equipment and vehicles.	Office/bureau managing equipment/vehicle	(a) Manuals, retain until disposition of vehicle or equipment; (b) Warranties, retain until expiration. (c) All other records, retain until superseded or obsolete / retain as needed		No	No	OAR 166-200-0345(22)
Facilities Operations	FCO-0010	Facility Operations Records	Records document the regular building activity for facilities owned or leased by the City. Records may include statistical information on activity and facility use, alarms, permitting information, occupancy, address, description and square footage. Use this schedule for all records related to operating a facility in which no other schedule exists. SEE ALSO: CPD-0060 Certificates of Occupancy ; ADM-0410 Permits - Facility and Public Space Use Records ; CPD-0100 Building Plans	Originating office/bureau	(a) Reports summarizing activities on an annual basis, retain permanently; (b) All other records, retain 2 years		No	Yes	OAR 166-200-0385(5)
Facilities Operations	FCO-0020	Video Surveillance Recordings	Recordings document the routine monitoring of City facilities for security purposes. May also include video recordings produced from body cameras worn by City personnel. SEE ALSO: ADM-0680 Security Records ADM-0770 Visitor Logs	Originating Office/Bureau	(a) 30 days for regular recordings; (b) If used in grievance, investigation, or incident report, retain until the resolution or disposition of the case.		May contain confidential information	No	OAR 166-200-0405(5)
Risk Management	RSK-0010	Insurance Policy Records	Records are proof of insurance held by the City. Series includes liability, property, and workers' compensation insurance policies maintained by the City, correspondence, renewals, and reports.	Office/bureau maintaining insurance records	(a) Group employee health and life, property, and liability insurance, retain 75 years after expiration if no claims pending; (b) All other insurance records, retain 6 years after expiration if no claims pending		Yes	Yes	OAR 166-200-0265(5)
Risk Management	RSK-0020	Property Subrogation Records	Series documents compensation made to the City for damage done to City property by private citizens, corporations, and other public agencies. Series also documents the collection of compensation. Series includes police reports, bureau repair invoices, description of occurrence, and form correspondence between Risk Management and private citizens.	Office/bureau corresponding with citizens	(a) If litigated, see City Attorney section for retention; (b) If not litigated, retain 3 years after date of last action		Yes	Yes	OAR 166-200-0390(5)
Risk Management	RSK-0030	Workers' Compensation and Disability Claim Records	Records document claims submitted to boards and committees related to worker's compensation and disability claims. Records track and support claims submitted by the membership. Records include applications forms, medical records, correspondence, vocational rehabilitation reports, medical and benefit payment summaries, etc. Series is used for Workers' Compensation Claims which document the processing of individual employee claims of job related injuries or illnesses, but not those describing actual medical conditions. Includes records satisfying the procedural requirements of the State Workers' Compensation Division and the State Workers' Compensation Board, as well as those of (depending on City arrangements) the State Accident Insurance Fund (SAIF), private insurance providers, or self insurance. Records may include claim disposition notices, claim reporting and status forms; injury reports; determination orders; insurance premium data; hearing requests; safety citations; inspection reports; medical status updates and reports; investigation reports; reimbursement and payment records; and related correspondence and documentation.	Risk Management	(a) Workers Compensation Claim Records, retain 75 years after case closed; (b) All other records, retain 6 years after claim closed or final action		Yes	Yes/ No	OAR 166-200-0390(6); OAR 436-105-0500 (7)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Risk Management	RSK-0040	Liability Claims Records	Series is used for documentation of claims against the City, including tort claims filed against the City on a fiscal year basis. Series includes claims for property damage and/or bodily injury. Information includes correspondence, accident reports, Claims Committee Obligation forms and legal documents. This series also includes incident or accident reports for which a claim is never filed.	Risk Management	(a) If action taken, retain 10 years after case closed, dismissed, or date of last action; (b) If no action taken, retain 3 years		May contain confidential information.	No	OAR 166-200-0390(2)
Risk Management	RSK-0050	Occupational Injury and Illness Program Records	Records document the activities of the workers' compensation program as required by Oregon Occupational Safety and Health Administration (OR-OSHA). Includes OR-OSHA logs and summaries, claims summary reports, status reports, financial reports, and supplemental records. Information includes calendar year, dates, file numbers, date and description of each injury, illness, or death, names, occupations, types of diseases, totals, and related data.	Risk Management?	6 years		Yes	No	OAR 166-200-0390(4)
Risk Management	RSK-0060	Safety Program Records	Records document the City's programs to promote a safe work environment for its employees. Records may include safety policies, plans and procedures, workplace safety committee records, reports on inspections conducted by the safety officer, evacuation rosters and reports, and related documentation and correspondence.	Originating office/bureau	(a) Safety policies, plans, and procedures, retain 5 years after superseded; (b) Inspection reports, evaluations, and recommendations, retain 10 years; (c) Safety Committee Meeting Minutes, retain 3 years	Subject to review by the City Archives prior to destruction	No	No	OAR 166-200-0395(4)
Risk Management	RSK-0070	Hot Work / Confined Space Records	Series is used to ensure that people and equipment meet federal and state requirements when entering and working in a hot and/or confined space. Records include certifications and training records for employees who are certified to enter hot or confined spaces.	Originating office/bureau	1 year after expiration of certification		Consult City Attorney's Office before releasing records.	No	29 CFR1910.146(d)(6); OR-OSHA 437 2:1910.146
Risk Management	RSK-0080	Material Safety Data Sheets/Hazard Communications Program Records	Records document City participation in the Hazard Communications Program as required by the Oregon Occupational Safety and Health Administration (OR-OSHA). These records may be useful as documentation for exposure and other claims because they include chemical content, safe handling instructions, and other facts about a product at a given time in the past. Usually includes plans, reports, and material safety data sheets (MSDS). Material safety data sheets include product name, manufacturer's address and phone number, hazardous ingredients contained, ingredient description, carcinogenicity, quantity of ingredients, fire and explosion data, health hazard data, radioactivity data, spill and leak pressures, safe handling and use information, special use precautions and related data.	Originating office/bureau	75 years after superseded or obsolete		No	No	OAR 166-200-0395(1)
Risk Management	RSK-0090	Risk Survey and Inspection Records	Records document surveys, inspections, and other actions designed to identify potential hazards and liabilities to the City related to buildings, grounds, or services. Useful for preventing liability claims and for illustrating a pattern of responsible action regarding hazards. Records may include survey summaries and reports, safety audit and inspection reports, memoranda, and correspondence. Subjects may include the design, and use of parks, playgrounds, buildings, etc., video display terminals, hazardous materials, and others.	Originating office/bureau	(a) Records documenting the formation or change of policy, retain permanently; (b) All other records, retain 5 years	City Archives must be consulted about the preservation of permanent records.	No	No	OAR 166-200-0395(3)
Transportation Services	TSS-0010	Parking Citation Records	Records document actions taken by Parking Patrol Deputies in the course of citing vehicles for parking violations. Record is information about the citation books issued to the deputies as well as individual parking citations. The record includes deputy name, citation/book number, etc.	Originating office/bureau	3 years after satisfied, dismissed or deemed uncollectible.		Consult City Attorney's Office before releasing records.	No	OAR 166-200-0290(12)
Transportation Services	TSS-0020	Street and Road Condition Inventory Records	Inventory records document the condition of City streets, roads, curbs, shoulders, sidewalks, bikeways, alleys, etc. Useful for reference and planning. Information can include street or road name, location, year surveyed, constructed, and surfaced, bed and surface type, surface size, condition, and other data.	Originating office/bureau	5 years after annual audit report issued		No	Yes	OAR 166-200-0345(17)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Transportation Services	TSS-0030	Street Maintenance and Repair Records	Records document maintenance and repairs of City-owned streets and sidewalks. May include reports, summaries, and similar documents usually compiled from daily work records on a monthly or quarterly basis. Information often includes location, narrative of work completed, amount of materials used, personnel involved, authorization, dates of activities, and related data.	Originating office/bureau	(a) Records requiring engineering stamps, retain 10 years after substantial completion; (b) All other records, retain 2 years		No	No	OAR 166-200-0345(18)
Transportation Services	TSS-0040	Streetlight Inventory Records	Records are used to serve individual areas of the street lighting system. Series is related to help troubleshoot problems during outages. Records include wattage of system, control location, troubleshooting log and number of lights on system. Records may include diagrams, maps and other information pertaining to the individual lighting systems.	Originating office/bureau	Until superseded or obsolete		No	No	OAR 166-200-0345(20)
Transportation Services	TSS-0050	Traffic Control Equipment Maintenance Records	Records document maintenance and repair of traffic signals and signs in the City. May include reports, summaries, and similar records. Information often includes location, narrative of work completed, equipment repaired or replaced, supplies used, personnel completing work, dates of activities, and related data.	Originating office/bureau	(a) Traffic signal records, retain 2 years after equipment permanently removed from service; (b) Traffic sign records, retain 2 years		No	No	OAR 166-200-0345(23)
Transportation Services	TSS-0060	Traffic Control Equipment Inventory Records	Records are used to document location, type and use of traffic control equipment in the City. Record generally includes type of equipment, location of equipment, date of installation, notes and other data. Records may include inventories for signs, signals, traffic calming devices, pavement markings, opticom, pedestrian and bicycles, parking spaces and other related data. Some inventories may be on the computer and GIS.	Originating office/bureau	2 years after superseded or obsolete	Subject to review by the City Archives prior to destruction	No	No	OAR 166-200-0365(8)
Transportation Services	TSS-0070	Traffic Accident / Safety Analysis	Records document the study of traffic accidents in the City. Useful in identifying hazardous locations and determining possible corrective action. Records may include various statistical data on accidents related to fixed objects, parked automobiles, complicated intersections, bridges, pedestrians, City streets/state highways, and other factors. May also include records of individual accidents documenting site, date, direction, driver's sex and age, weather, vehicle type, and related information.	Originating office/bureau	(a) Reports and summaries, retain 10 years; (b) All other records, retain 5 years		No	No	OAR 166-200-0365(7)
Transportation Services	TSS-0080	Traffic Research and Study Records	Series is used to update traffic flow map and is used in design and analysis of traffic to determine need for traffic control devices, to adjust signal timing and establish criteria for traffic management projects. Records include machine and manual traffic counts, reports, summaries and related records. Examples of records include traffic volume, veloCity counts classification, and JAMAR counting boards. Information includes license plate numbers, vehicle classification, radar studies, curve signing studies, pedestrian counts, parking meter studies, intersection delay studies, saturation and flow studies. Series includes counts for vehicles, bicycles, pedestrians, etc.	Originating office/bureau	(a) Reports and summaries, retain 10 years; (b) All other records, retain until information is summarized or obsolete	Subject to review by the City Archives prior to destruction	No	No	OAR 166-200-0365(9)
Water Services	WTR-0010	Backflow Prevention Device Records	Records document test results on backflow prevention devices designed to protect the City water system from pollution related to substances backing into water lines. Information usually includes date, type and size of device, serial number, location, test records, line pressure, name of tester, name and address of device owner, and related data.	Originating office/bureau	10 years		No	No	OAR 166-200-0345(1)
Water Services	WTR-0030	Utility Meter Installation, Maintenance, and Repair Records	Records document the installation, maintenance, and repair of City operated water meters. May include logs, summaries, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes address, narrative of work completed, personnel completing work, dates, and related data.	Water Bureau	5 years		No	No	OAR 166-200-0345(24)
Water Services	WTR-0060	Utility Line Location Request Records	Series is used to document requests to locate utilities in areas to be worked. Series includes requests both to locate City utilities and requests by the City to have utilities located for them. Records include location requests that generally include date, location, type of work to be performed, date work is to be done, type of locate, contact name, phone number, action taken, locate number, etc. Series may include handwritten notes on specific locate requests, audit sheets, summary sheets, computer printouts, etc.	Originating office/bureau	2 years		No	No	OAR 166-200-0360(6)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Water Services	WTR-0040	Water (Hydrant, Valve, Line) Installation, Maintenance, and Repair Records	Records document the installation, maintenance, and repair of hydrants, valves, and water lines. Records typically include locations, descriptions of repairs, issues, authorizations, and schedules. Records may include details of maintenance schedules, tests run, and personnel who worked on the assets.	Bureau managing the asset	(a) Hydrant and valve location and specification records, retain 2 years after asset permanently removed from service; (b) Line records requiring an engineering stamp, retain 2 years after water line permanently removed service; (c) All other maintenance and repair records, retain 2 years.		Consult City Attorney's Office before releasing records.	No	OAR 166-200-0345(10), (25), (26)
Water Services	WTR-0070	Bull Run Watershed Management Records	Series is created to document the City response to federal requirements and to state City policy on how the City and Federal government should operate the Bull Run. Records may include convenience copies of Council records, contracts, and agreements. Records may also include original correspondence, memos, reports, water quality plans, water quality samples and other records created to document how the City responds to the federal requirements and how the federal government should manage the Bull Run. Series is also used to document readings and maintenance of gauges in the Bull Run Watershed. Series is used to monitor levels and flows in the watershed and the dams. Record includes type of reading, location, date, findings, observations, and other information such as water temperature, antifreeze levels, oil levels, etc.	Water Bureau	(a) Annual reports and significant records, retain permanently; (b) All other records, retain 5 years		Consult City Attorney's Office before releasing records.	Yes	OAR 166-200-0360(8)
Water Services	WTR-0090	Well Records	Series is created to document construction of groundwater wells. Series is used to explore remediation issues, problems and ground water protection. City well records are also used for operations and maintenance issues. Records include construction records and reports, photos, stratigraphic information, depth, seals, information about who drilled the well and who owned it when it was drilled. City well records may include pump tests and inspector's records. Series includes City and private well information.	Water Bureau	(a) Annual reports, retain permanently; (b) All other records, retain 5 years		Consult City Attorney's Office before releasing records.	Yes	OAR 166-200-0360(8)
Water Services	WTR-0120	Regulatory Reports	Series is created to respond to state and federal requirements for clean water. Series documents steps undertaken to ensure compliance with the regulatory agencies. Records include monitoring procedures, monitoring notebooks, special monitoring requirements and copies of reports and summaries submitted to various federal and state agencies. Series includes applications for unfiltered water, sanitary survey report, variance and exception reports and other related data. Series includes corrective action taken, if required by regulating agency.	Water Bureau	(a) Reports, retain permanently; (b) All other records, retain 5 years		Consult City Attorney's Office before releasing records.	Yes	OAR 166-200-0370(5)
Water Services	WTR-0130	Water Quality Complaint Records	Records document complaints by the public about quality of City-provided water. Records include information about the complaint, narrative, and other. May include information about the complainant. SEE ALSO: ADM-0640 Requests and Complaints	Water Bureau	3 years after last action		Consult City Attorney's Office before releasing records.	No	OAR 166-200-0370(7)
Water Services	WTR-0140	Water Bacteriological Quality Analysis Reports	Reports document water samples taken from various locations throughout the City water system and supply sources for bacteriological tests. Information includes location, collection date, person taking samples, sample type, analysis date, laboratory name, person performing analysis, analytical method used, and the results of the analysis.	Water Bureau	5 years		Consult City Attorney's Office before releasing records.	No	OAR 166-200-0385(22)
Water Services	WTR-0150	Water Chemical and Radiological Analysis Reports	Records document water samples taken from various locations throughout the City water system and supply sources for chemical and radiological tests. Information includes location, collection date, person collecting sample, sample type, analysis date, laboratory name, person conducting analysis, analytical method used, and results of the analysis.	Water Bureau	10 years		Consult City Attorney's Office before releasing records.	No	OAR 166-200-0385(23)

Series	Schedule #	Schedule Title	Description	Office of Record	Retention for Office of Record	Retention Notes	Confidential	Vital	Authority
Water Services	WTR-0160	Water Consumption Forecast Reports	Series is created to record forecast information that is gathered to help determine supply status and water demand. Records include weather forecasts, contracts with forecast services, graphs, reports, memos, etc. Examples include hydrologic flows, reservoir data, watershed stations, river data, climatological data and other similar records.	Water Bureau	(a) Annual reports, retain permanently; (b) Information summarized in annual report, retain 1 year; (c) Information not summarized in annual report, retain 10 years		Consult City Attorney's Office before releasing records.	No	OAR 166-200-0385(24)
Water Services	WTR-0180	Water Turbidity Reports	Series is created to document analysis of water samples that are water system related. Series is used to verify water quality. Records include raw analytical data (strip charts, turbidity, reports, bench sheets, logbooks, etc.) at the time of analysis. Records include all chemical, bacteriological and biological analysis done by the Water Bureau labs. Records include QA (quality assurance), QC (quality control) and calibration data. Series includes raw data compiled for EPA Reports and needed for lab certification.	Water Bureau	10 years		Consult City Attorney's Office before releasing records.	No	OAR 166-200-0385(25)