

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Administrative	ADM-0010 - Activity and Room Scheduling and Reservation Records	ADM-0010	Activity and Room Scheduling and Reservation Records	1 year	OAR 166-200-0400(1)
Administrative	ADM-0020 - Appointment Records - Boards and Commissions 2018-08 - Citizen Review Committee Member Selection Records	ADM-0020	Appointment Records - Boards, Commissions, Committees	If appointed, retain 6 years after separation; if not appointed, retain 1 year	OAR 166-200-0285(1)
Administrative	ADM-0030 - Calendars and Scheduling - City Staff 1002-01 - Desk Calendars and Notes 1002-01(B) - Desk Calendars and Notes - City Staff 5005-01 - Roll Records 5018-09 - Television Schedule Records 5411-08 - City Photographer Log/Calendar 7207-06 - Scheduling Records	ADM-0030	Calendars and Scheduling Records - City Staff	1 year	OAR 166-200-0400(3)
Administrative	ADM-0040 - Calendars and Scheduling - Elected Officials and Bureau Directors 1002-01(A) - Desk Calendars and Notes - Elected Officials and Bureau Directors	ADM-0040	Calendars and Scheduling Records - Elected Officials and Bureau Heads	Permanent - Historical	OAR 166-200-0400(3)
Administrative	ADM-0050 - Citizen Awards (ADM-0050) 4304-01 - Best Awards 7208-04 - F L Beach Visibility Award Records	ADM-0050	Citizen Awards	6 years	OAR 166-200-0255(1)
Administrative	ADM-0060 - City Council Ordinance, Resolution, Work Session and Report Records - Bureau Submissions 1005-01 - Council Records 1009-03 - Council Packets	ADM-0060	City Council Ordinance, Resolution, Work Session and Report Records - Bureau Submissions	see Retention Notes	OAR 166-200-0235(5)(d)
Administrative	ADM-0065 - Communication Logs 6208-04 - Recycling Mailing Lists 8809-04 - Material Testing Billing Records 8009-05 - Vehicle and Equipment Logs 8018-02 - Telephone Work Log 9606-18 - Radio Log Records 9614-02 - Communications Summary Records 9614-05 - Operator's Console Log	ADM-0065	Communication and Office Equipment Logs	(a) Retain if used for billing 3 years; (b) retain if not used for billing 1 year	OAR 166-200-0255(2); OAR 166-200-0230(1)
Administrative	ADM-0090 - Correspondence - City Staff (includes Email) 1000-02 - Correspondence - General 1000-03 - Correspondence - Routine	ADM-0090	Correspondence - City Staff (includes e-Mail)	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.	City Code Chapter 3.76.030; ARC-ADM-8.01
Administrative	ADM-0100 - Correspondence - Elected Officials and Bureau Directors (includes Email) 8004-01 - Chief's Correspondence	ADM-0100	Correspondence - Elected Officials, Staff of Commissioners' and Mayor's Offices, and Bureau Directors (includes e-mail)	Permanent - Historical	OAR 166-200-0325(7)
Administrative	ADM-0110 - Emergency and Disaster Preparedness Planning and Recovery Records 1001-04 - Disaster Planning and Recovery Records	ADM-0110	Emergency and Disaster Preparedness / Recovery Planning Records	Until superseded or obsolete	OAR 166-200-0325(1)
Administrative	ADM-0120 - Equipment Issued Records 7101-02 - Citation Books Issued Records 8004-04 - Equipment Issued Records 8009-06 - Uniform Records 9606-17 - Radio Call Number Records	ADM-0120	Equipment Issued Records	Until superseded or obsolete	OAR 166-200-0345(6)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Administrative	ADM-0130 - Filing System Records ADM-0200 - Index/Finding Aid Records 1601-02 - Index to City Attorney Opinions 1603-01 - City Attorney's Office Computer System 2003-08 - Assessment and Lien Indexes 4802-09 - Automated Inventory System Records 5405-02 - Architectural Project Number Register Database 5405-07 - Architectural Library Index 5405-19 - Product Library (Spec-File) 8014-13 - Transfer Request Logs (Transfer Books) 8016-09 - Court Dockets 8016-10 - Incident Index Records 8017-01 - Portland Police Data Systems (PPDS) 8017-02 - Portland Police Data System Reports 8802-03 - Compliance Tracking System 8005-08 - Seven (7) Daybook -Locate Book 8806-06 - Project Status/Submittal Records 8010-02 - Hit and Run Logs 8810-02 - Safety Net Database 8812-02 - Complaint Database 8819-01 - Downspout Database 9007-02 - Right-of-Way Acquisition Index 9009-05 - Microfilm Index 9009-11 - Survey Indexes 9010-09 - Project Indexes 9102-04 - Invoice Tracking Reports 9204-04 - Project Indexes and Logs	ADM-0130	Index and Filing System Records	(a) Records documenting system, retain years after superseded or abolished (b) Index records, retain until superseded or obsolete	OAR 166-200-0380(6), (7)
Administrative	ADM-0140 - Gift and Contribution Records - Conditional ADM-0150 - Gift and Contribution Records - Unconditional 1009-02 - Memorabilia and Gifts 5702-05 - International Relations Inventory	ADM-0140	Gift and Contribution Records	(a) Conditional gifts - 6 years after expiration of any conditions stated in agreement with donor (b) Unconditional gifts - 3 years	OAR 166-200-0230(4); OAR 166-200-0265(3)
Administrative	ADM-0160 - Grant Records - Application, Administration and Tracking 1006-01 - Grant Research and Development Working Records 1006-02(A) - Grant Proposal and Adjustment Records 1006-03 - Grant Internal Report Records 1006-04 - Grant External Report Records 1006-05 - Grant Project Working Records 1006-06 - Grant Financial Records 1006-07 - Project Closure Records 1006-08 - Certified Payroll Records 4302-10 - Neighborhood Cleanup/Coordination and Bulky Waste Collection Records 4808-01(B) - Grant Records 4808-02 - Grant Accounting Schedules and Audit Reports 4808-04(B) - Indirect Cost Allocation Plan and Supporting Records 7213-07 - Trust Fund Records 9102-06 - Project Tracking Source Documents - Grant Records	ADM-0160	Grant Records - Application, Administration, and Tracking	(a)10 years after annual or final expenditure report submitted and approved or, as specified in agreement, whichever is longer; (b)Other grants or funds, retain 3 years after annual or final expenditure report submitted and approved, or as specified in agreement, whichever is longer	OAR 166-200-0220(1)
Administrative	ADM-0170 - Grant Records - Historically Significant 4808-01(A) - Grant Records	ADM-0170	Grant Records - Historically Significant	Permanent	OAR 166-200-0220(1)
Administrative	ADM-0180 - Grant Records - Unsuccessful Applications 1006-02(B) - Unsuccessful Grant Proposals 4808-05 - Unsuccessful Grant Applications	ADM-0180	Grant Records - Unsuccessful Applications	1 year after rejection or withdrawal	OAR 166-200-0220(1)
Administrative	ADM-0190 - Hazardous Materials Incident Records 5019-01 - Hazardous Material Response Records 5019-02 - Hazardous Materials Spill Release Records 5019-04 - Hazardous Materials Response Books 8812-01 - Accidental Spill Prevention Plan Reports	ADM-0190	Hazardous Materials Incident Records	Permanent	OAR 166-200-0335(5)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Administrative	ADM-0210 - Injury Reports, Public Use 8022-03 - Bite/Contact Log	ADM-0210	Injury Reports, Public Use	If claim filed, forward all records to Risk Management Division. If no claim filed, retain 3 years	OAR 166-200-0385(11)
Administrative	ADM-0230 - Key and Keycard Records	ADM-0230	Key and Keycard Records	2 years after key or keycard is turned in or deactivated	OAR 166-200-0405(3)
Administrative	ADM-0240 - Legislative Issues Records 9011-05 - Regulatory & Legislative Records	ADM-0240	Legislative Issues Records	4 years	OAR 166-200-0285(2)
Administrative	ADM-0250 - Liability Waivers 1005-05 - Liability Waiver Records 5016-05 - Hold Harmless Agreements and Ridealong Records 7203-02 - Participant Liability Waivers 7215-02 - Release and Waiver of Liability	ADM-0250	Liability Waivers	3 years	OAR 166-200-0390(3)
Administrative	ADM-0270 - Lost and Found Property Records	ADM-0270	Lost and Found Property Records	2 years after disposition	OAR 166-200-0350(55)
Administrative	ADM-0280 - Mailing Lists 1002-02 - Mailing Lists 1006-07 - Returned Mail	ADM-0280	Mailing Lists	Until superseded or obsolete	OAR 166-200-0235(4)
Administrative	ADM-0290 - Manuals - Clerical and Routine Office 1001-02 - Technical Manuals 5001-03 - Station House Policy Records 5002-01(A) - EMS memoranda - Routine Clerical 5002-02 - EMS Reference Guide 5005-03 - Fire Bureau Payroll Manual 7203-13 - Complimentary Golf Records	ADM-0290	Manuals - Clerical and Routine Office	2 years after superseded or obsolete	OAR 166-200-0325(6)
Administrative	ADM-0300 - Manuals - Policy and Procedure 2206-06 - Program and Code Guides 5002-01(B) - EMS Memoranda - Permanent 8022-01 - Special Program Records 9005-10 - Standard Specification Records 9104-08(A) - Heliport Certification Manuals, Specifications	ADM-0300	Manuals - Policy and Procedure	Permanent - Historical	OAR 166-200-0325(6)
Administrative	ADM-0320 - Meeting Records, Board, Commission, and Committee - Audio or Visual Recordings 4304-02 (C) - Sustainable Development Commission - Audio and Visual Recordings 4504-07(B) - Business License Appeal Board - Audio, Visual Recordings 4505-03(B) - Boards of Review Records - Audio, Visual Recordings 5010-05 - Fire Code Board of Appeal Meeting Tapes 6801-03 - Neighborhood District Coalitions, Associations, Diversity and Civic Leadership Organizations, Boards and Commissions - Audio or Visual Recordings 9105-03(B) - Towing Boards of Review Records - Audio, Visual Recordings 9616-03 - Regional Water Supply Plan Meeting Records	ADM-0320	Meeting Records: Boards, Commissions, and Committees - Audio or Visual Recordings	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.	OAR 166-200-0235(5)
Administrative	ADM-0330 - Meeting Records, Board, Commission, and Committee - Executive Session Minutes 7402-02(B) - Civil Service Board Appeal and Hearing Records - Executive Session Minutes	ADM-0330	Meeting Records: Boards, Commissions, and Committees - Executive Session Minutes	10 years	OAR 166-200-0235(5)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Administrative	ADM-0340 - Meeting Records, Board, Commission, and Committee - Minutes (except executive session minutes), Agendas, Resolutions, Indexes, and Exhibits 1000-08(A) - Meeting Records - Boards, Commissions, & Committees - Records Pertinent to Minutes 2018-07 - Citizen Review Committee Meeting Records 2205-07 - Noise Review Board Proceedings 2301-03 - Cable Regulatory Commission Records 2301-04 - Cable Regulatory Commission Orders 4304-02(A) - Sustainable Development Commission - Minutes, Agendas, Resolution, Indexes and Exhibits 4504-07(A) - Business License Appeals Board - Minutes, Agendas, Resolutions, Indexes, Exhibits 4505-03(A) - Board of Review Records - Minutes, Agendas, Resolutions, Exhibits 5010-04 - Appeal Code Board of Appeal Meeting Records 5010-06 - Sara Advisory Committee Records 6213-05 - Safety Committee Minutes 7201-01 - Friends Groups/Advisory Board Records 7205-05 - Urban Forestry Commission Records 7402-02(A) - Civil Service Board of Appeal and Hearing Records - Minutes, Agendas Resolutions, Indexes Exhibits 9012-01 - Light Rail Committee Meeting Records 9105-03(A) - Towing Board of Review Records - Minutes, Agendas, Resolutions, Exhibits 9616-02 - Regional Water Supply Plan Meeting Minutes	ADM-0340	Meeting Records: Boards, Commissions, and Committees - Minutes (except executive session minutes), Agendas, Resolutions, Indexes, and Exhibits	Permanent	OAR 166-200-0235(5)
Administrative	ADM-0350 - Meeting Records, Board, Commission, and Committee - Records and Exhibits not pertinent to minutes 1000-08(B) - Meeting Records - Boards, Commissions, & Committees - other records not pertinent to minutes 4304-02 (B) - Sustainable Development Commission - Records and exhibits not pertinent to minutes 4504-07(C) - Business License Appeals Board - Records, Exhibits not pertinent to minutes 4505-03(C) - Board of Review Records - other records and exhibits not pertinent to minutes 5010-05 - Fire Code Board of Appeal Meeting Tapes 7402-02(C) - Civil Service Board Appeal and Hearing Records - other records 9105-03(C) - Towing Boards of Review Records - Other records and exhibits not pertinent to minutes	ADM-0350	Meeting Records: Boards, Commissions, and Committees - Records and Exhibits not pertinent to minutes	5 years	OAR 166-200-0235(5)
Administrative	ADM-0360 - Meeting Records, City Staff 1001-01 - Meeting Records - Staff	ADM-0360	Meeting Records, City Staff	2 years	OAR 166-200-0235(6)
Administrative	ADM-0370 - Mitigation Program Records 9612-03 - Remediation Records	ADM-0370	Mitigation Program Records	Permanent	OAR 166-200-0395(2)
Administrative	ADM-0380 - Notary Public Log Book	ADM-0380	Notary Public Log Book	10 years after date of commission expiration	OAR 166-200-0235(7)
Administrative	ADM-0390 - Office Space, Equipment and Furnishing Records	ADM-0390	Office Space, Equipment and Furnishing Records	(a) 2 years after superseded for space plans; (b) 3 years after disposition for equipment and furniture	OAR 166-200-0345(9); OAR 166-200-0345(7)
Administrative	ADM-0400 - Organizational Structure Records	ADM-0400	Organizational Structure Records	Permanent - Historical	OAR 166-200-0235(8)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Administrative	ADM-0410 - Permits - Facility Use 7211-01 - Facility Use Records 7212-01 - Permit/Reservation System 7212-02 - Park Permits 7212-03 - Permit/Reservation System Reports 9104-01 - Parking Permits 9106-01(C) - Special Event Permits 9106-02 - Special Events Coordination Records	ADM-0410	Permits - Facility and Public Space Use Records	2 years after denial, revocation, or expiration of permit	OAR 166-200-0300(8)
Administrative	ADM-0420 - Permits - License Records (City-Issued) 2204-18 - Pump Truck Inspection Records 2205-03 - Home Occupation Permits 2205-05 - Noise Variance Records (not reviewed by Noise Board) 4302-02 - Commercial Permit and Independent Recycler Registration Records 4504-01 - Business License Application Records 4504-02 - Out-of-Business License Records 4504-03 - License Business Revenue, Fee, and Tax Compliance Records 4504-04 - Business License Information System (BLIS) 4504-05 - BLIS (Business License Information System) Reports 4504-06 - Transient Lodging Database 4505-12 - Liquor License Records - Outlets 4505-13 - Liquor License Records - Temporary Licenses 4505-14 - Liquor License and Permit Databases 4505-15(A) - Payday Lender Permit Database - Business Permits 4505-15(B) - Payday Lender Permit Database - Complaints, Violations 5002-11 - Rescue Vehicle Licenses (Ambulances) 5011-01 - Fire Bureau Permit Records - Temporary Use 5011-04 - Certification of Fitness Testing Records 5012-05 - Standpipe Testing Records 8006-04 - License Background Records 8006-05 - Regulated Business Database 8006-06 - Adult Business Records 8011-07 - Unconcealed Weapon Permit Records 9104-08(B) - Heliport Certification: Licenses 9105-01 - Taxi Permit Records 9105-02 - Limited Passenger Transport Providers (LPTP) Records	ADM-0420	Permits - License Records (City-Issued)	(a) 3 years after expiration, revocation, or denial; (b) Fire installation permits, retain permanently	OAR 166-200-0300(8)
Administrative	ADM-0430 - Photo Identification Records 6212-01 - Bureau Identification Cards	ADM-0430	Photo Identification Records	Until superseded or obsolete	OAR 166-200-0305(11)
Administrative	ADM-0440 - Photographs - Aerial 5409-05 - Aerial Photographs 9009-01 - Aerial Photos and Maps	ADM-0440	Photographs - Aerial	Permanent - Historical	OAR 166-200-0355(1)
Administrative	ADM-0450 - Photographs - General 1000-09 - Photographic Records 5405-15 - Building Construction Progress Photos and Slides 5411-01 - City Photographer Photographs 5411-02 - City Photographer Photographic Negatives 5411-03 - City Photographer Photographic Slides 5411-04 - Negative/Slide Proof Books 6206-04 - Structures Photographs 7204-01 - Pittock Mansion Photographs	ADM-0450	Photographs - General	See Retention Notes	Office of the City Auditor

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Administrative	ADM-0460 - Policy Statements and Directives 1000-01 - Policy and Historical Records 1009-01 - Proclamations 2001-12 - Portland Policy Documents 2002-03 - Portland Development Commission Resolutions 4302-07 - Development and Adoption of Code and Administrative Rules 5016-06 - Community Emergency Service (CES) Records 6804-01 - Crime Prevention Historic & Policy Development Records 8821-01 - Advisory Team Records 9011-02 - Cultural Resources Records	ADM-0460	Policy Statements and Directives	Permanent	OAR 166-200-0325(7)
Administrative	ADM-0470 - Postal and Delivery Service Records 5410-01 - Postage Meter Log 5410-02 - Postage Stamp Log 5410-03 - Postage Chargeback Records 9301-02 - Urban Services Delivery Records	ADM-0470	Postal and Delivery Service Records	3 years	OAR 166-200-0235(2)
Administrative	ADM-0480 - Press Releases, Speeches, Statements - Policy and Historic 1000-12(A) - Speeches, Statements, News Releases - Significant	ADM-0480	Press Releases, Speeches, Statements - Policy and Historic	Permanent - Historical	OAR 166-200-0255(4)
Administrative	ADM-0490 - Press Releases, Speeches, Statements - Routine 1000-12(B) - Speeches, Statements, News Letters - Routine 5007-01 - Media Alert Records 5018-08 - Television Program Tapes 8002-01 - News Releases 8002-02 - Media Coverage Records 9103-12 - Media Release Records	ADM-0490	Press Releases, Speeches, Statements - Routine	2 years	OAR 166-200-0255(4)
Administrative	ADM-0500 - Professional Membership Records 1001-06 - Professional Membership Records	ADM-0500	Professional Membership Records	3 years	OAR 166-200-0235(10)
Administrative	ADM-0550 - Program Projects And Initiatives (Major) 2206-01 - Specific Address Records 4301-01 - Conservation Programs 4301-02 - Multifamily Assistance Programs 4302-01(A) - Franchise Records - Development and Adoption of Franchise System 4302-03 - Waste Reduction and Recycling Program Records 4303-01 - Industry and Community Education 8802-04 - Environmental Compliance Records-Milestone Records 9002-01 - Program Management Records 9103-01 - Transportation Management & Planning System (TMAPS) Records 9205-02 - Annual Reports 9204-11 - Program Reports 9301-03 - Urban Services Background/Working Records 9616-04 - Regional Water Supply Plan Project Records 9616-05 - Regional Water Supply Plan Program Records	ADM-0550	Program Projects And Initiatives (Major)	Permanent - Historical	OAR 166-200-0385(4); OAR 166-200-0235(11)(a)
Administrative	ADM-0560 - Program Projects And Initiatives (Minor) 4507-01 - Downtown Business Improvement District Financial Records 7201-02 - Special Organizations Records 7201-03 - Volunteer Impact Reports 8801-14 - Stormwater Drainage Disconnect Database 8824-01 - MWESB Project Records 8824-04 - MWESB Work Plans 8824-06 - Utilization/Participation Reports 9101-07 - Project Records-Staff & Working Records 9204-12 - Rate Case Records 9203-04 - Outside Agency Response Records 9604-06 - Special Project Records	ADM-0560	Program Projects And Initiatives (Minor)	10 years after project completion	OAR 166-200-0385(1); OAR 166-200-0235(11)(b)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Administrative	ADM-0570 - Property Damage Records	ADM-0570	Property Damage Records	If not litigated, retain 3 years after date of last action; if litigated, transfer to City Attorney's Office	OAR 166-200-0390(5)
Administrative	ADM-0580 - Public Notice Records 2002-11 - Public Notice Records 5007-01 - Media Alert Records	ADM-0580	Public Notice Records	3 years	OAR 166-200-0255(5)
Administrative	ADM-0590 - Public Records Request Records 8016-18 - Public Records Challenges 8016-19 - Requests For Information From Police Records	ADM-0590	Public Records Request Records	2 years	OAR 166-200-0275(5)
Administrative	ADM-0600 - Publications 4301-02(B) - Multifamily Assistance Programs - Brochures, Pamphlets, Leaflets 4301-01(B) - Conservation Programs - Brochures, Pamphlets, Leaflets 4302-03(B) - Waste Reduction and Recycling Program - Brochures, Pamphlets, Leaflets 4303-01(B) - Industry and Community Education - Brochures, Pamphlets, Leaflets 7203-14 - Golf Score Cards 7204-04 - Pittock Mansion Publicity Records 7210-02 - Park Bureau Resource Guide (Parks Finder) 7214-02 - Program Guides 7214-03 - Media/Publications Project Records 8822-02 - Media/Publications Project Records 8822-03 - Media Project Records - Graphics 8822-04 - Media Project Index 9101-02 - Graphic Materials And Maps 9103-10 - Special Project Records 9103-11 - Media Project Records 9205-04 - Outreach Publications 9605-06 - Customer Notification Records	ADM-0600	Publications	(a) Routine publications, retain 1 year or until superseded or obsolete. (b) Submit one copy of publication to City Archives for permanent retention.	OAR 166-200-0235(12)
Administrative	ADM-0620 - Reports - Annual or Major 2002-02 - Utility Reports Quarterly 2017-02 - Ombudsman Final Reports - City Agencies 2017-03 - Ombudsman Reports to Council/Auditor 2018-05 - Periodic Reports 2301-10 - Institutional Network (I-NET) Records 4808-04 (A) - Indirect Cost Allocation Plan and Supporting Records 5901-02 - Hydro Related Projects 7707-04 (A) - Housing Reports - Annual 8004-02 (A) - After Action Reports - Major Incidents 8006-02 - Detail Investigation and Statistics Records - Annual 8503-02 (A) - BIZ Track Reports - Annual 8811-06 - Industry Records - Annual Reports 9101-01 - Collected Reports and Studies 9103-03 - Status Condition Report	ADM-0620	Reports - Annual or Major	Permanent	OAR 166-200-0385(4)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Administrative	ADM-0630 - Reports and Documentation - Periodic Activity - Other than Annual 1000-06 - Program/Activity Tracking Records 1002-03 - Office Management Records 4301-01(A) - Conservation Programs - Administrative Activities 4301-02(A) - Multifamily Assistance Programs - Administrative Activities 4302-03(A) - Waste Reduction and Recycling Program - Administrative and Financial Records 4303-01(A) - Industry and Community Education - Program Administrative Activities 4303-02 Industry and Community Assistance 5001-02 - Station House Daily Planning Records (Red Book) 5001-09 - Community Emergency Services Records 5001-16 - Hazardous Materials Reconnaissance Records 5407-09 - Security Guard Incident Reports 6202-09 - Spray Record 6205-01 - District Sweeping Records 6211-05 - Fuel Usage Records 7101-06 - Parking Patrol Reports 7101-07 - Parking Patrol Data Sheets 7101-08 - Weekly Schedule Records 7207-05 - Reporting Sheets 7207-08 - Infrastructure Reports 7208-05 - Weather Data 8004-02(A) - After Action Reports Minor Incidents 8006-02 - Detail Investigation and Statistics Records (monthly and daily summaries) 8007-03 - DVRU Records - Non-Assigned Cases 8008-10 - Crime Scene Logs 8016-05 - Miscellaneous Reports 8503-02(B) - BIZ Track Reports - Other than Annual 8809-02 - Testing Logs 9201-09 - Street Lighting Outage Reports 9201-10 - Street Lighting Database 9204-08 - Quarterly Project Schedules 9204-10 - Status Reports 9205-01 - Activity Reports - Other than annual 9603-02 - Computer System Audit Trail and Journal Records 9605-03 - State Health Division Backflow Reports 9613-08 - Fire Notification Records 9614-03 - Daily Operations Logs 9614-04 - Operational Status Reports 9614-07 - System Analysis Records	ADM-0630	Reports and Documentation - Periodic Activity (Other than Annual)	2 years	OAR 166-200-0385(1)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Administrative	ADM-0640 - Requests and Complaints 1000-13 - Information Requests and Complaints 2204-27 - Inspection Requests 2301-09 - Complainant Records 2302-03 - Public Telephone Complaints 4805-26 - Employment Verification Records 5005-02 - Vacation Leave Requests 5404-04 - Communications Service Requests 5407-03 - Service Request Records 5411-07 - Photographic Service Requests 6204-03 - Patch Requests 6209-05 - Service Request Records 6210-05 - Board Up Report Records 7102-01 - Complainant Enforcement Request Records 7207-03 - Parks Improvement Requests - Non-Capital Projects 7210-01 - Citizens Concern Records 7411-03 - Employment Verification Records 7707-04(B) - Housing Reports - Other than Annual 8016-17 - Incident Case Order Logs 8801-04 - Quarter Section Contact and Information Records 9004-01 - Complaint/Citizen Inquiry Records 9004-02 - Complaint Investigation Records 9103-04 Citizen Complaint/Inquiry Records 9606-03 - Work Order Request Records 9610-03 - Pressure Complaint Records	ADM-0640	Requests and Complaints	2 years after last action	OAR 166-200-0235(15)
Administrative	ADM-0660 - Routing and Job Control Records	ADM-0660	Routing and Job Control Records	1 year	OAR 166-200-0400(6)
Administrative	ADM-0670 - Scrapbooks	ADM-0670	Scrapbooks	May have historical value. Archives and Records Management determines final disposition of scrapbooks.	City Code Chapter 3.76.030; ARC-ADM-8.01
Administrative	ADM-0680 - Security Records 7211-04 - Facility Security Access Records 8004-06 - Facility Security System Records 8004-07 - Inspection Records	ADM-0680	Security Records	2 years	OAR 166-200-0405(4)
Administrative	ADM-0690 - Seminar, Conference, Workshop and Event Records ADM-0700 - Seminar, Conference, Workshop and Event Records - Non-City Sponsored 1002-05 - Seminar and Conference Records - Non-City Sponsored 7211-02 - Facility Event Records	ADM-0690	Seminar, Conference, Workshop and Event Records	3 years	OAR 166-200-0330(5)
Administrative	ADM-0710 - Special Event and Celebration Records - Routine aspects of event 2209-02 - Street Use Permits 5001-11 - Fireboat Water Display Records 5008-03 - Rose Festival Fleet Records 7215-01 - Portland International Raceway (PI) Event Records 8004-03 - Operational Orders 9106-02 - Special Events Coordination Records 9106-04 - Calendar of Special Events 9203-01 - Traffic Management Permit Records 9205-05 (B) - Special Events: Routine Administrative Records	ADM-0710	Special Event and Celebration Records - Routine aspects of event	2 years after event	OAR 166-200-0235(16)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Administrative	ADM-0720 - Special Event and Celebration Records - Significant Aspects of Event 9106-01(C) - Special Events Permits 9205-05(A) - Special Events: Historical Aspects of Event	ADM-0720	Special Event and Celebration Records - Significant aspects of event	Permanent	OAR 166-200-0235(16)
Administrative	ADM-0730 - Surveys, Polls, and Questionnaires 1000-14 - Surveys, Polls and Questionnaires 7214-05 - Marketing Research Records 8009-10 - Quality Assurance Surveys 8808-03 - Values/Public Input Records 8822-01 - Public Opinion Polls 8824-02 - MWESB Questionnaires and Surveys 9204-09 - Citizen Survey and Questionnaire Records	ADM-0730	Surveys, Polls, and Questionnaires	Retain poll and questionnaire responses until summary report is created or 3 years, whichever is sooner.	OAR 166-200-0235(17)
Administrative	ADM-0740 - Timekeeping Records 1003-03 - Bureau Timekeeping Payroll and Attendance Records 2011-03 - Service Efforts Accomplishments Survey Forms 4804-07 - Payroll Batch Control Sheets 4804-08 - Time and Attendance Reports (TARS) 4804-10 - Payroll Manual Adjustment Worksheets 4805-16 - Payroll Accounts Working Papers 4804-17 - Fire Bureau Banking Hours Reports 4804-19 - Payroll Exception Reports 7411-01 - Central Employee Time Records and Quota Management 8009-01 - Daily Rosters 8018-05 - Court Coordination Records - Approved Overtime	ADM-0740	Timekeeping Records	5 years	OAR 166-200-0295(3)
Administrative	ADM-0750 - Vehicle Accident Records 5003-04 - Vehicle Accident Reports 6213-02 - Accident Investigation Records 8003-01 - Accident Logs 8703-05 - Fleet Accident Review Board	ADM-0750	Vehicle Accident Records	Consult Risk Management and City Attorney's Office for guidance. (a) If litigated, records must be forwarded to City Attorney's Office; (b) If not litigated, retain 3 years	OAR 166-200-0390(1)
Administrative	ADM-0760 - Vehicle Title and Registration Records 5408-02 - Vehicle Certification/Title	ADM-0760	Vehicle Title and Registration Records	(a) Titles, retain until vehicle is sold or disposed of; (b) Registration records, retain until superseded or disposition of vehicle	OAR 166-200-0300(12)
Administrative	ADM-0770 - Visitor Logs 4005-05 - Visitor Security Checks 5407-08 - Building Security Logs	ADM-0770	Visitor Logs	1 year	OAR 166-200-0405(6)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Administrative	ADM-0780 - Work Schedules and Assignments 1603-02 - Risk Hour Summaries 5407-06 - Emergency On-Call Work Schedule 5407-07 - Security Guard Activity Report 6205-02 - Street Cleaning Maps 6209-01 - Crew Day Cards (CDC) 6209-02 - Daily Summary Cards 6209-03 - Equipment Down Records 6209-04 - Daily Activity Logs 7101-09 - Roll Call and Enforcement Announcements 8005-03 - Up Team Cards 8811-05 - Inspection Schedules - Compliance Monitoring 9401-03 - Location Assignment Sheets 9403-03 - Call Out Scheduling Reports 9606-01 - Water Bureau Scheduling System 9606-09 - Water Bureau Personnel Bid Lists	ADM-0780	Work Schedules and Assignments	2 years	OAR 166-200-0400(2)
Administrative	Pulled in from OAR 166-200-0235(1)	ADM-0790	City Awards and Recognitions	(a) Applications and submitted records, retain 5 years; (b) Notification of Award, retain 10 years.	OAR 166-200-0235(1)
Administrative	Pulled in from OAR 166-200-0330(4)	ADM-0800	Program Accreditation Records	Retain current and one previous accreditation cycle	OAR 166-200-0330(4)
Administrative	Pulled in from OAR 166-200-0235(9) Submeter Program (New BES schedule) 4302-08 - Promotion and Outreach Records 5002-12 - CPR Certification Records	ADM-0810	Public Programs Education Records	3 years	OAR 166-200-0235(13)
Administrative	Pulled in from OAR 166-200-0235(9) 7209-02 - Community Gardens Registration Records	ADM-0820	Participant Registration and Attendance Records	3 years	OAR 166-200-0235(9)
Administrative	2018-01(A) - Citizen Initiated Complaint Files (C-Files And T-Files) - Cases Not Resulting In Officer Termination 2018-01(B) - Citizen Initiated Complaint Files (C-Files And T-Files) - Cases Resulting In Officer Termination 2018-02(A) - Police Bureau Initiated Complaint Files (B-Files) - Cases Not Resulting In Officer Termination 2018-02(B) - Police Bureau Initiated Complaint Files (B-Files) - Cases Resulting In Officer Termination 2018-03 - Appeals Files (X-Files) (follows same retention as above when resulting in termination and when they do not)	ADM-0850	Independent Police Review Case Files	(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.	OAR 166-200-0350(51)
Administrative	2001-08 - Oaths of Office	ADM-0860	Oaths of Office	6 years after most recent oath expired.	OAR 166-200-0380(10)
Administrative	2012-03 - Records Activity Notice 2012-04 - Comprehensive Shelflist 2012-06 - Records Retention Schedules 2012-10 - Records Destruction Notices	ADM-0870	Records Management Records	(a) Destruction Reports, Records Activity Notices and Retention Schedules, retain permanent, (b) Records Center Shelf Lists retain until superseded or obsolete	OAR 166-200-0380(15)
Administrative	No current schedule - pulled from OAR	ADM-0880	Microfilm Quality Control Records	Retain for same period as the microfilmed record	OAR 166-200-0380(9)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Administrative	1002-06 - Work Orders 5014-06 - Logistics Work/Supply Request Records 5404-06 - Work Order Log Book 5408-03 - Fleet Service Outside User Billing Records 5404-10 - Shop Work Order Records 5407-04 - Work Order Records 5409-01 - Printing Work Order Records 5409-02 - Printing Estimates 5409-03 - Printing Specifications 5409-04 - Printing Charge Time Sheets 6203-04 - ADA Improvement Records 6207-01 - Tri-Met Work Records 6207-04 - Sign Orders 6207-10 - Winter Maintenance Maps and Records 6209-06 - Work Order Records 6214-04 - Emergency Call Out Lists 8817-07 - Modeling Request Records 8822-05 - Media Work Orders/Service Requests 9201-05 - Traffic Requests/Work Orders - Maintenance 9201-06 - Traffic Requests/Work Orders - Temp & Routine 9602-13 Service Request Records	ADM-0890	Work Orders	(a) Work completed by city personnel, retain 1 year; (b) Work completed by outside vendors, retain 3 years.	OAR 166-200-0400(7)
Administrative	*** created to advise on Convenience Copies 5001-04 - Engine Company Payroll Rosters 5008-04 - Radioactive Material Records 5009-04 - Daily Alarm Records 5009-05 - Investigation Computer Records 5009-06 - Arrest Cards 5010-08 - SARA Computer Records 5013-01 - Incident Database 5015-06 - Personnel Database Reports 5016-03 - Mutual Assistance Agreement Records 5016-07 - Master Lease Records 5405-22 - Secure Buildings Plans Hanging File 5405-23 - Currently Maintained Buildings Blueprints 5405-24 - Tenant Space Record Drawings 5405-25 - Record Partition Drawings 5412-01 - Microfilm Production Copies 6204-04 - Paving Activity Requests 6204-07 - Street Plans and Specification Records 6204-08 - Street Agreement Records 7102-02 - Vehicle Registration Requests 7206-0 - Project Records - Transitory Records 7408-04 - Insurance Plan Contracts & Administration 8003-03 - Medical Logs* 8003-07 - Injury Reports 8005-10 - Sex Offender Registration Records 8008-05 - FBI History Sheets 8009-02 - All Box Records*	ADM-0900	Convenience Copy	Retain as needed, but no longer than retention period of the original Record Copy.	OAR 166-200-0400(7)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Administrative	8009-07 - Incident Reports - Precinct and Division Copies 8010-06 - Traffic Court Records 8010-12 - Traffic Public Utility Commission (PUC) Inspection 8015-04 - Disability Records - Personnel Files 8015-05 - Disability Records - Minor Injuries 8015-06 - Limited Duty Records 8016-07 - Teletype Message Records 8016-08 - Gun Registration Records 8016-12 - Auto Run Sheets*Logs 8018-04 - Suspended License Packets 8503-01 - BIZ Track System 8801-03 - Customer Housekeeping Reports 8807-05 - Outfall 8805-03 - Land Use Reviews 8820-03 - Rate Modeling System 8825-06 - Watershed Project Work Papers (non-capitalized) 9010-01 - Land Use Case Records 9101-03 - Land Use Case Records 9101-04 - IGAS/Activity Reports 9105-04 - Towing Coordination/Regulation Records 9202-03 - Section Maps 9202-04 - Annexation Maps 9407-01 - Real Property Records 9407-02 - Real Property Appraisal and Lease Records 9407-03 - Plans, Specifications, Reference Maps, Notes 9601-12 - Water Bureau Payroll and Personnel Computer System 9608-05 - Survey Monitoring Records	ADM-0900	Convenience copy		ORS 192.005(5)(f)(g)
Administrative	5405-20 - Technical Library 5405-21 - Reference Maps and Drawings 5409-07 - Resource Microfilm	ADM-0910	Reference Materials	retain as needed	ORS192.005(5)(d)
Administrative	***Created to give PARC an option for bringing in unscheduled records of historical value. 5017-02 - David Campbell Memorial Award Records 5017-03 - Jeff Morris Museum Records	ADM-0920	Historically Significant Records (Archival)	Permanent - Historical	City Code Chapter 3.76.030; ARC-ADM-8.01
Administrative	4505-12 - Liquor License Records - Outlets 4505-13 - Liquor License Records - Temporary Licenses 4505-14 - Liquor License and Permits Database 6809-04 - Liquor Licensing - Application Files	ADM-0930	Liquor Licensing Records	2 years after approval or denial of license application	OAR 166-200-0300(6)
Administrative	2206-09 - Metro Reports and Comparison Report 4002-05 - Statistical Reports 8019-07 - Alarm Monthly Reports 9613-04 - Poly Recorder Records 9614-04 - Operational Status Reports	ADM-0940	Statistical Reports	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).	OAR 166-200-0385(20)
Administrative	2017-01 - Ombudsman Complaint Records 2017-04 - Ombudsman Contact Records	ADM-0950	Ombudsman Records	Retain 5 years after last action	OAR 166-200-0235(16)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Assessments, Liens, & Foreclosures	ADM-0260 - Lien Support Records 8810-03 - Sewer Connections Database* 8810-06 - Private Plumbing Loan Program Records	ALF-0010	Assessment Assistance and Deferral Records	3 years after last action	OAR 166-200-0225(1)
Assessments, Liens, & Foreclosures	2003-01 - A&L Supporting Documents - Legal/Council Records 2003-02 - A&L Supporting Documents - Work Papers 2003-03 - A&L Supporting Documents - Engineering Records 2003-04 - A&L Supporting Documents - Notices 2003-05 - A&L Supporting Documents - Correspondence 2003-06 - A&L Supporting Documents - Reports 2003-10 - A&L Nuisance & Sidewalk Billings 2003-07 - Segregation Records 2006-02 - Payment/Deferral Contracts	ALF-0020	Assessment and Lien Project Files	Permanent	OAR 166-200-0215(2)
Assessments, Liens, & Foreclosures	4501-05 - Bankruptcy Records	ALF-0030	Bankruptcy Records	3 years from discharge of debt	OAR 166-200-0225(2)
Assessments, Liens, & Foreclosures	FOR-0010 - (temp schedule for Treasury) - Foreclosure Records 2006-06 - Foreclosure/Pre-Foreclosure Records	ALF-0040	Foreclosure Records	10 years after last action	OAR 166-200-0205(1)
Assessments, Liens, & Foreclosures	2003-09 - Lien Docket/Assessment Roll 2005-04 - Lien Accounting System (LAS) 2006-03 - Customer Account Records 2007-04 - Journal Entries to IBIS 2007-05 - Lien Adjustment Records (LAS Entries) 2007-06 - A&L Adjustments to IBIS Records (IBIS Entries) 4501-01 - Billing Correspondence Records 4501-02 - Special Payment Plans/Deferral Payment Records 4501-03 - Billing Register 4501-07 - Journal Entries to IBIS 4501-08 - Lien Adjustment Records (LAS Entries) 4501-09 - Lien Assessments/Adjustments to IBIS Records (IBIS Entries) 8810-05 - Window of Savings Program Records	ALF-0050	Lien Docket	(a) Docket, retain Permanent; (b) Billing and correspondence, retain 3 years after lien paid in full	OAR 166-200-0225(3)
Audit Services	2007-03 - Assessment Audit Records 2011-01 - Audit Job Records and Working Papers 2011-02 - Audit Reports 2018-06 - Audit Reports and Workpapers 2101-06 - Fire & Police Disability & Retirement Audit Records 4501-06 - Assessment Audit Records	AUS-0010	Audits	(a) Audit Report: Permanent (b) Job records, work papers, and bureau responses: 10 years;	OAR 166-200-0215(10)
Legal Services	1602-02(A) General/Tort Claim Litigation Records - Major 1602-02(B) General/Tort Claim Litigation Records - Minor	LGL-0010	General/Tort Claim Litigation	(a) Major: Permanent; (b) Minor: 10 years after case closed, dismissed, or date of last action	OAR 166-200-0275(1)
Legal Services	1601-04(A) - Legal Subject Records - Major 1601-04(B) - Legal Subject Records - Minor 1601-05 - Index to Legal Subject Records	LGL-0020	Legal Subject Records	(a) Major and Index: Permanent; (b) Minor: 10 years after date of last action or contract expiration	OAR 166-200-0275(1)
Legal Services	1601-01 - City Attorney Opinions	LGL-0030	City Attorney Opinions	Permanent	OAR 166-200-0275(4)
Legal Services	1602-05 - Tort Claim Records	LGL-0040	Tort Claim Records	5 years if not litigated. If litigated, transfer to General/Tort Litigation	OAR 166-200-0275(7)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Legal Services	8001-04 - Tort Claims Notices	LGL-0050	Tort Claim Notices	3 years after claim closed	OAR 166-200-0275(7)
Legal Services	1602-04 - Labor Records	LGL-0060	Labor Records	25 years after contract expires	OAR 166-200-0265(1)
Legal Services	1602-02 - Pleading Chronological Records	LGL-0070	Pleading Chronological Records	2 years	OAR 166-200-0385(1)
Legal Services	no crosswalk - new schedule	LGL-0080	Law Enforcement Operations Video Records	(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.	OAR 166-200-0405(5)(a)(b)(c)
City Council	2001-01 - City Charter Records	CCO-0010	City Charter	Permanent	OAR 166-200-0380(2)
City Council	2001-10 - City Code	CCO-0020	City Code	Permanent	OAR 166-200-0380(3)
City Council	2001-07 - Council Ordinance	CCO-0030	Council Ordinances	Permanent	OAR 166-200-0380(12)
City Council	2001-06 - Council Resolutions	CCO-0040	Council Resolutions	Permanent	OAR 166-200-0380(16)
City Council	2001-02 - Council Agenda 2001-03 - Council Minutes 2001-05 - Council Index 2001-09 - Council Documents 2001-11 - Council Meeting Recordings 2002-01 - Council Member Absence Notifications	CCO-0060	City Council Records	(A) Agendas, presentations/exhibits, and minutes retain permanently; (B) Absence notifications, retain 5 years; (C) Recordings retain 1 year after minutes prepared or approved.	OAR 166-200-0235(5)(d)
City Planning and Development	7706-13 - Annexation Rezoning 9008-01 - Annexation Records 9301-01 - Annexation Case Records 9301-04 - Annexation Maps	CPD-0010	Annexation Records	Permanent	OAR 166-200-0380(1)
City Planning and Development	7706-04 - Comprehensive Plan Records 7707-02 - Comprehensive Plan Monitoring, Evaluation, and Background Records	CPD-0020	Comprehensive Plan Records	Permanent	OAR 166-200-0320(1), (10)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
City Planning and Development	ADM-0310 - Master Plans 2202-09 - Address Maps 5406-02 - Long Range Facilities Planning Records 5406-04 - Property Management Planning Records 7202-01 - Natural Resources Project Records 7206-05 - Parks Master File 7207-14 - Grow Records 7706-10 - Planning Project Records 8806-08 - Facilities Plan 8814-06 - Landfill Closure Records 8816-06 - Watershed Management Records 9101-05 - shorter retention than others - Project Development Records 9102-01 - Transportation Management and Planning System (TMAPS) Records 9616-01 - Regional Water Supply Plan 9616-04 - Regional Water Supply Plan Project Records	CPD-0030	Longterm Planning Records	Permanent	OAR 166-200-0320(10)
City Planning and Development	2201-01 - Board of Appeal Agendas, Minutes and Exhibits 2201-02 - Board of Appeal Voice Tapes 2201-03 - Board of Appeal Records/Packet - Other Materials	CPD-0040	Building and Zoning Code Hearings and Appeals	(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.	OAR 166-200-0250(1)
City Planning and Development	2204-05 - Complaint Records (Intake Records) 2205-01 - Construction/Zoning/Code Compliance Case Files	CPD-0050	Building and Zoning Code Violation Records	10 years after case closed	OAR 166-200-0250(2)
City Planning and Development	2202-03 - Certificates of Occupancy/Completion	CPD-0060	Certificates of Occupancy	Life of the structure	OAR 166-200-0250(7)
City Planning and Development	2204-01(A) - Permit Working Records - Final Inspections 2204-01(B) - Permit Working Records - Other than Final 2204-03(A) - Inspector's Correspondence - Related to Final Inspection 2204-03(B) - Inspector's Correspondence - Other than Final Inspection 2204-04 - Inspector's Correspondence Index 2204-16 - Sanitation Decommission Inspection Records 2204-19 - Holding Tank Inspection Records 2204-25 - Correction Notices 2204-29 - In-Plant Inspection Records 2208-01 - Special Inspections Job Records 2208-02 - Special Inspections Final Summary Reports 5012-01 - Building Address Records (Pizza Oven) 5012-02 - Fire Inspection System Records 6807-05 - Residential Inspection Housing Cards 9005-02 - Construction Index Records	CPD-0070	Building Inspection Records	(a) Final inspections, retain for the life of the structure; (b) All other inspections, retain 2 years. (c) Sanitation system records, retain 20 years after decommission or abandonment. (d) Index, retain permanent	OAR 166-200-0250(3)
City Planning and Development	2202-01 - Permit Applications 2206-05 - Fee Waiver Records 8805-04 - Building Bureau Check Sheets	CPD-0080	Building Permit Applications	(a) If permit issued, retain 2 years; (b) If no permit issued, retain 180 days after the permit is void	OAR 166-200-0300(1)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
City Planning and Development	2202-02 - Building Permits 8801-06 - Permit Plan Reports	CPD-0090	Building and Construction Permit Records	(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 revoked or expired.	OAR 166-200-0300(2)
City Planning and Development	2202-09(A) - Building Plans - Residential Structures - Completed 2202-09(B) - Building Plans - Residential Structures - Uncompleted 2202-09(C) - Building Plans - Non-Residential and Publicly Owned Structures 2203-10 - Phased Improvement Records/Long Term Agreements	CPD-0100	Building Plans	(a) Non-Residential - If permit issued and structure completed, retain for the life of the structure; (b) Residential - If permit issued and structure complete, retain 2 years after completion; (c) If permit issued, but structure not started, retain 180 days after expiration (d) If no [ermit issued, retain 180 days after the permit is void; (e) If permit issued, but structure not started, completed, or permit expired, retain two years after the	OAR 166-200-0250(4) OAR 166-200-0250(5) OAR 166-200-0250(6)
City Planning and Development	2203-03 - Flood Plain Records	CPD-0110	Flood Plain Records	(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.	OAR 166-200-0300(4)
City Planning and Development	2210-05(A) - Review Boards and Commission Records - Minutes, Agendas, Resolutions, Indexes, and Exhibits 2210-05(B) - Review Boards and Commission Records - Audio of Visual Recordings 2210-05(C) - Review Boards and Commission Records - Records Not Pertinent to Minutes 2210-07 - Pre-Application Conference Records 2210-01 - Land Use Review (LUR) Records 7205-06 - Tree Planting Requirement Records 7205-07 - Street Tree Planting Guideline Records	CPD-0120	Land Use Review (LUR) Records	(a) Minutes, Agendas, and Exhibits retain Permanent; (b) Audio, Video Recordings, retain 1 year after minutes prepared or approved; (c) Exhibits not pertinent to minutes, and Other Records. retain 5 years	OAR 166-200-0320(3)
City Planning and Development	2210-06 - Historic Landmark Records 5405-14 - Historic Buildings Microfilm Records 7706-09 - Historic Resource Inventory (HRI)	CPD-0130	Historic Building and Landmark Records	Permanent	OAR 166-200-0340(4)
City Planning and Development	2204-11 - Land Feasibility Studies (LFS)/On-Site Evaluations 2204-13 - Feasibility Recaps	CPD-0140	Land Feasibility Studies	Permanent	OAR 166-200-0320(14)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Code Enforcement and Hearings	2015-01 - Code Hearings Records) 2015-03 - Tow Hearing Records 2015-08 - Hearings Audio Tapes 2015-09 - Exclusion Order Determinations 2205-06 - Notice Complaint Records 2205-08 - Noise Control Municipal Citation Cases - Lien 4302-05 - Customer Service and Compliance Records 4302-09 - Recyclable Theft Records 4302-11 - Residential Properties Without Garbage Service (aka Landlord/No Service Records) 5010-03 - Appeal Records 6807-01 - NuisanceDVPP/Sewer Break Cases - Lien 6807-02 - NuisanceDVPP/Sewer Break Cases - No Lien 6807-03 - Property Maintenance Code Housing Cases - Lien 6807-04 - Property Maintenance Code Housing Cases - No Lien 6809-01 - Time, Place, and Manner Cases - Code Hearings 6809-02 - Time, Place, and Manner Cases - No Code Hearings 6809-05 - Graffiti Abatement Cases - No Lien 7205-04 - Tree Pruning and Nuisance Records 7205-08 - Tree Cutting Ordinance Case Records 8016-09 - Court Dockets	CEH-0010	Ordinance Violation Case Files	(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.	OAR 166-200-0290(11)
Contracts and Agreements	2002-04 - Insurance Required by Ordinance or Permit 2010-03(A) - Contracts: Intergovernmental, Historical, Vital 2010-03(B) - Contracts - Construction - Major 2010-03(C) - Contracts - Construction - Minor 2010-04 - Contracts - Service and Supply 2204-30 - Adult Foster Care Program 2208-03 - Certified Special Inspector Records - Individual Results, Certifications and Renewals (Per BDS - this schedule is no longer valid). 4801-07 - Facility Financial Statements 4801-08 - Parking Worksheets 4801-10 - Spectator Venue Agreements 4801-11 - Event & Parking Revenue Tracking & Analysis Records 4801-12 - Parking Records 4802-04 - Purchasing Contracts 4802-05 - Annual Supply Contracts 4807-04 - Contracts Payable Subsystem Records 5002-08 - Physician Supervisor Records 5407-01 - Contractual Services Records 5407-02 - Contractual Inspection Reports 5901-04 - Hydroelectric Regulatory Records 5901-06 - Power Sales Records 6205-07 - Street Plans and Specification Records 7203-08 - Concession Records 7206-09 - Flexible Services Contracts 7207-18 - Contractors Inspection Records 7405-02 - General Issue Records 7405-09 - Contractually Mandated Training Records* If City Employee, goes to Personnel. If contractor, use	CAA-0020	Contracts	(a) Major and historical, retain Permanent; (b) Construction, retain 10 years after substantial completion; (c) Professional, Technical, Expert Services or Supply, retain 6 years after expiration	OAR 166-200-0265(3)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
	8811-08 - MOU (Memo of Understanding) Records 8820-07 - Contract Payments and Retainage Records 9011-01 - Compliance Records 9012-02 - Light Rail Agreements 9104-05(A) - Parking Garage Operations - Contract Administration (Construction) 9104-05(B) - Parking Garage Operations - Contract Administration (Non-Construction) 9105-06 - Contractor Tow Records 9401-06 - Methane Gas Sales Records 9403-05 - Precursor Purchase Approval Records 9408-07(B) - Regulatory Compliance - Other Agreements, Permits, Licenses 9601-08 - Wholesale Contract Records				
Contracts and Agreements	1601-06 - City Attorney Franchise Records 2301-01 - Cable Franchise Records and Annual Reports 2301-02 - Cable Franchise Agreement Preparation Records 2301-05 - Cable Regulatory Commission Franchise Monitoring & Work Records 2301-06 - Cable Access Corporation Records 2301-07 - Cable Access Corporation Minutes 2301-10 - Institutional Network (I-NET) Records 2302-01 - Utility Franchise Records and Reports 4302-01(A) - Franchise Records - Development and Adoption of Franchise System 4302-01(B) - Franchise Records - Related to Specific Franchise Companies and Agreements 4302-04 - Quarterly Financial and Waste Tonnage Records 4302-06 - Recycling Reports 8820-08 - Franchise Evaluation/Special Project Records 8820-09 - Residential Hauler Financial Reports 8820-10 - Service Subsidy Records 9008-04 - Railroad Crossings Records	CAA-0030	Cable and Utility Franchise Records	6 years after expiration	OAR 166-200-0265(4)
Contracts and Agreements	2010-04(A) - Contracts - Intergovernmental, Historical and Vital 5020-02 - Comprehensive Cooperative Agreement (CCA) Records 9010-04 - City-State Agreement Index 9010-05 - City-State Agreement Records 9012-02 - Light Rail Agreements 9103-05 - Multnomah County Urban Services Records 9103-06 - Washington County Urban Services Records 9103-07 - Clackamas County Urban Services Records 9408-07 - Regulatory Compliance - Intergovernmental Agreements, Permits, Licenses 9601-08 - Wholesale Contract Records	CAA-0040	Agreements	(a) Intergovernmental agreements, retain permanent; (b) All other agreements, retain 6 years after expiration	OAR 166-200-0265(3)
Contracts and Agreements	5406-07 - Property Lease Records 7213-06 - Lease Records 9404-01 - Agricultural Biosolids (Sludge) Application Landowner Agreements	CAA-0050	Property Leases	(a) Leases denied or not completed, retain 2 years; (b) All other leases, retain 6 years after expiration.	OAR 166-200-0265(6)
Contracts and Agreements	ADM-0610 - Rental and Loan Records 9606-14 - Hydrant Meter Rental Records	CAA-0060	Rental and Loan records	3 years	OAR 166-200-0265(7)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Contracts and Agreements	9006-02 - Encroachment/Structural Permits 9006-03 - Street Use Permits 9007-07 - Right-of-Way Lease Records	CAA-0070	Right-of-Way Lease Records	(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.	OAR 166-200-0300(9)
Contracts and Agreements	8805-02 - Sewer Waivers 9010-03 - Improvement Waiver Records	CAA-0080	Waivers of Remonstrance Related to City Improvements or Infrastructure	Permanent	OAR 166-200-0380(17)
Contracts and Agreements	9608-02 - Water Rights Records	CAA-0090	Water Rights Records	Permanent	OAR 166-200-0265(3)
Contracts and Agreements	1003-08 - Competitive Bid Records: Professional, Technical and Expert Services Contracts 2010-01 - Bid Bonds 4802-06 - Bid Ledger 4813-07 - Consultant Selection Records 5405-28 - Bidder Prequalification Records 8501-01(A) - Formal Solicitation Records: Public Improvement Contracts 8501-01(B) - Formal Solicitation Records: Non-Public Improvement Contracts 8501-01(C) - Informal Solicitation Records: Non-Public Improvement Contracts 8501-01(D) - Solicitation Records: Cancelled and/or Rejected After Process Completion 8501-08 - Vendor Pre-qualification Records 8806-05 - Submittals Tracking Records 9604-03 - Job Estimate Records 9606-11 - Evaluation Test and Development Records 9607-06 - City Bid Records	CAA-0110	Competitive Bid Records	(a) general: 2 years; (b) Professional, Technical and Expert (PTE) services: 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	OAR 166-200-0265(2)
Elections and Lobbying	2020-01 - Lobbying Activity Records	EAL-0010	Lobbyist Reporting	5 years after last activity	OAR 166-300-0015(15)
Elections and Lobbying	new schedule	EAL-0020	Political Consultant Reporting	6 years after last action, final decision	OAR 166-300-0015(15)
Elections and Lobbying	2008-04 - Abstract of Votes	EAL-0030	Abstract of Votes (Record of Elections)	Permanent	OAR 166-200-0375(1)
Elections and Lobbying	2008-01 - Candidate Filing Records	EAL-0040	Candidate Filing Records	6 years	OAR 166-200-0375(2)
Elections and Lobbying	2008-05 - Certificates of Nomination and Election Records	EAL-0050	Certificates of Nomination and Election	Permanent	OAR 166-200-0375(1)
Elections and Lobbying	2008-07 - Charter Amendments & Measures	EAL-0060	Charter Amendments and Measures	Permanent	OAR 166-200-0375(5)
Elections and Lobbying	2008-03(A) - Elections Contribution & Expenditure (C&E) - Statements of Organization 2008-03(B) - Elections Contribution & Expenditure (C&E) Reports	EAL-0070	Contribution and Expenditure Records	(a) Statement of organization, retain permanent; (b) Reports, retain 10 years after last activity	OAR 166-150-0035(4)
Elections and Lobbying	2008-02(A) - Elections Committee Organization Reports 2008-02(B)	EAL-0080	Elections Committee Organization Records	(a)Statement of Organization, retain Permanent; (b) Other records, retain 6 years	OAR 166-200-0375(2)
Elections and Lobbying	2008-06 - Initiative, Referendum and Recall Petitions	EAL-0090	Initiative, Referendum and Recall Petitions	(a)Petitions qualified to Ballot, retain Permanent; (b) Signature verification, petitions not qualified for ballot, and signature sheets, retain 6 years after election	OAR 166-200-0375(5)
Emergency Communications	4003-01 - Data Management System	ECS-0010	9-1-1 Operational Data Management Records	42 months or until superseded or obsolete, whichever is longer.	OAR 166-200-0350(1)
Emergency Communications	4002-05 - Briefing Records	ECS-0020	Briefing Records	3 years	OAR 166-200-0350(11)
Emergency Communications	4003-06 - Vesta, Magic, and Max Records	ECS-0030	Vesta, Magic, and MAX Records	3 years	OAR 166-200-0350(27)
Emergency Communications	4001-04 - System Error/Malfunction Records	ECS-0040	System Error/Malfunction Records	3 years	OAR 166-200-0350(3)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Emergency Communications	4001-05 - Enhanced 911 Service Plan	ECS-0050	Enhanced 911 Service Records	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.	OAR 166-200-0350(34)
Emergency Communications	4003-08 - Master Street Address Guide (MSAG) Maintenance	ECS-0060	Master Street Address Guide (MSAG) Maintenance	3 years	OAR 166-200-0350(59)
Emergency Communications	4002-01 - Master 911 Audio Recordings	ECS-0070	Master 911 Audio Recordings	42 months	OAR 166-200-0350(57)
Emergency Communications	4003-07 - PIN (Premise Information Notation) Records	ECS-0080	PIN (Premise Information Notation) Records	3 years	OAR 166-200-0350(69)
Emergency Communications	4002-02 - Inquiry Records 4002-04 - Quality Assurance Records	ECS-0090	Quality Assurance Reports and Inquiry Records	3 years	OAR 166-200-0385(18)
Emergency Management	4401-03(A) - Emergency Management Operations - SOPs and Plans 4401-03(B) - Emergency Management Operations - DPC Agendas, Minutes, etc. 4401-03(D) - Emergency Management Operations - Routine Clerical Manuals 4401-05(A) - Emergency Coordination Center (ECC) - SOPs and Plans 4401-06(A) - Public Information Office Records - Policies and Plans 4401-07(A) - Regional Disaster Preparedness Organization (RDPO) - Final Plans 4401-07(A) - Regional Disaster Preparedness Organization (RDPO) - Meeting Agendas, Minutes, etc.	EMS-0010	Emergency Operations and Management Records	(a) SOPs, Plans, and DPC records , 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.	OAR 166-200-0325(2)
Emergency Management	4401-02 - Emergency Training and Exercise 5020-04 - FEMA Exercise Reports	EMS-0020	Emergency Exercise Records	(a) FEMA Exercise Records retain 3 years; (b) all other records retain 3 years after annual or final expenditure report submitted	OAR 166-200-0350(29)
Emergency Management	4401-04 - Emergency and Disaster Incident Records 5020-07 - Emergency Operations Center Actual Occurrence Records 6201-01 - Emergency Management Incident Reports	EMS-0030	Emergency and Disaster Incident Records and Reports	(a)Major incidents retain permanently; (b) minor incidents retain 2 years	OAR 166-200-0350(28)
Emergency Management	4401-03 - Emergency Management Operations - Agreements, MOUs 5020-05 - Emergency Operations Center Responder Records 5020-06 - Neighborhood Emergency Team (NET) Records	EMS-0040	Emergency Management Resource Lists	Until superseded or obsolete	OAR 166-200-0350(31)
Emergency Management	4401-01 - Emergency Planning 5020-01 - Basic Emergency Plan and Annexes 5020-03 - Crosswalk Records 6201-02 - Emergency Planning Records	EMS-0050	Emergency Planning Records	(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.	OAR 166-200-0325(2)
Engineering and Construction	OPS-0020 - Easements - Temporary Access/Construction	ENG-0010	Temporary Access/Construction Easement Records	2 years after easement expires	OAR 166-200-0300(10)
Engineering and Construction	no current series related to this schedule	ENG-0020	Temporary Use Records	5 years after permit expiration	OAR 166-200-0300(11)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Engineering and Construction	EGR-0010 - Engineering / Construction Core Project Records - Major Projects EGR-0020 - Engineering / Construction Core Project Records - Minor Projects 5014-09 - Station Project Records 5406-01 - Construction Project Records 5405-01 - Architectural Division Records Index (ADRI) 5405-03 - Architectural Project Location/Bureau Access Records 5405-05 - Spec-Mater Specifications Index 5404-06 - Product Library Index 5405-10 - Architectural Project Mater Specification Disks 5405-11 - Architectural Project Records 5405-12 - Research/Promotional Drawings 5405-17 - Architectural Project Photo Negatives 5405-18 - Job Plans and Specifications (Office Copy) 5405-27 - Contractor Record (As-Builts) Drawings 5406-03 - Computer-aided Design (CAD) Space Planning Records 5409-06 - City of Portland Maps 5901-01 - Hydroelectric Contract Documents 5901-02 - Hydro Related Projects 5901-03 - Dam Reference and Monitoring Records 6202-02 - Sewer System Location Records 6204-02 - Pavement Management Maps 6204-06 - Engineering Project Records 6206-01 - Plans and Blueprints - Major Changes and Repairs 6208-02 - Material Chemical Test Result Record 7202-02 - Natural Resources Reference and Working Records 7204-03 - Pittock Mansion Maps and Drawings 7206-01 - Parks Project Records - Core Project Records 7206-02 - Parks Project Records - Warranty Records 7206-04 - Parks Planning Maps and Drawings 7207-02 - Parks Maps 7207-04 - Parks and Facilities Project Records 8804-04 - Engineering Maps - Original Records 8806-01 - Project Records - Core Project Records 8806-02 - Project Records - Maintenance and Warranty Records 8806-03 - Project Records - Work Papers 8806-04 - Project Initiation/Analysis Records 8808-01 - Project Records 8808-04 - Concept Planning Records 8808-05 - Task Force Records 8806-07 - Construction Information System (CIS) Records 8825-04 - Watershed Project Records (Non-Capitalized) 8825-05 - Watershed Project Maintenance and Warranty Records (Non-Capitalized) 9005-01 - Job Inspection Records 9005-03 - Current Construction Maps 9005-04 - Field Check Records/First Plan Sketch 9005-05 - Project Tracking Records 9005-06 - Inspector's Project Photographs and Index 9005-07 - Inspector's Video Tapes 9005-08 - Utilities Coordinator Records 9005-09 - Inspector's Manual 9005-11 - Materials Evaluation Records 9005-12 - Tri-Met Inspection Records	ENG-0030	Engineering Project Technical Records	(a) Core Project Records, retain Permanent; (b) Other records, retain 10 years after substantial completion [as defined by ORS 12.135(3)]	OAR 166-200-0355(3)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
	9010-06 - Pre-Project Records 9010-07 - Project Number Assignment Log 9010-10 - Permit Job Records 9010-11 - Project Records - Work Papers 9010-12 - Project Records - Core Project Records 9010-13 - Project Records - Engineering and Maintenance 9012-04 - Light Rail Project Records 9101-06 - Core Project Records 9204-01 - Project Records - Project History Records 9204-02 - Project Records - Design Analysis Records 9204-03 - Project Records - Working Documents 9204-05 - Inspector's Records 9406-06 - Special Project Records 9601-02 - Fixed Assets Records 9608-04 - Property Management Records 9609-01 - Water Engineering Project Records (Core Project) 9609-02 - Water Engineering Projects (Engineering and Maintenance) 9609-03 - Water Engineering Project Records - Work Papers 9609-04 - Water Engineering Project Development Records 9609-08 - Foreman's Reports/Work Order Records 9612-05 - Well Head Protection Records				
Engineering and Construction	9003-02 - Structural Analysis Records 2203-05 - Geo-Technical Reports/Soil Reports	ENG-0040	Material Test Records	Permanent	OAR 166-200-0355(3)
Engineering and Construction	8817-02 - Modeling Maps and Graphics 8820-04 - System Forecast Records - Long Term 9614-08 - Network Model Records 8817-06 - Modeling Project Records	ENG-0050	Modeling	Permanent	OAR 166-200-0355(3)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Engineering and Construction	EGR-0030 - Maps, Plans, and Drawings - Draft and Working Copies	ENG-0060	Architectural Drawings, As-Builts, Maps, Plans and Other drawings	(a) Final copies, retain Permanent: (b) Draft or working or working copies, retain until superseded or obsolete/as needed	OAR 166-200-0355(4)
	EGR-0040 - Maps, Plans, and Drawings - Final As-Builts				
	2209-01 - Address Maps				
	5014-08 - Station As-Builts Records				
	5405-01 - Architectural Division Records Index (ADRI)				
	5405-03 - Architectural Project Location/Bureau Access Records				
	5405-04 - AutoCAD Program Drawing File Index				
	5405-05 - Spec-Master Specifications Index				
	5405-06 - Product Library Index				
	5405-08 - Architectural Drawings, Originals and Unique Print				
	5405-09 - Specifications, Addenda, and Change Orders Records				
	5405-16 - AutoCAD Program Drawings and Graphics Disks				
	5405-22 - Secure Buildings Plans Hanging File				
	5405-23 - Currently Maintained Buildings Blueprints				
	5405-24 - Tenant Space Record Drawings				
	5405-25 - Record Partition Drawings				
	5405-27 - Contractor Record (As-Builts) Drawings				
	5409-06 - City of Portland Maps				
	6202-02 - Sewer System Location Records				
	6204-02 - Pavement Management Maps				
	6206-01 - Plans and Blueprints - Major Changes and Repairs				
	6206-03 - Structures Inventory Map				
	7702-01 - Geography Data				
	7702-02 - GIS (Geographic Information System) Subsets				
	7702-03 - Quarter Section Atlases				
	7702-04 - Zoning Maps				
	7204-03 - Pittock Mansion Maps and Drawings				
	7206-04 - Parks Planning Maps and Drawings				
	7207-02 - Parks Maps				
	8804-02 - Sewer System Maps, Plans and Drawings - Original Records				
	8804-03 - Maps, Plans and Drawings - Reference				
	8804-05 - Sewer System Plans and Drawings - Acquired				
	8812-04 - Outfall Database and Maps				
	8816-07 - Watershed Maps				
	8817-01 - Modeling System				
	8817-02 - Modeling Maps and Graphics				
	8817-03 - Modeling Notebooks				
	8817-04 - Calibration Records				
	9002-02 - Program Maps				
	9003-03 - Plan Review Records - Permanent Structures				
	9003-04 - Plan Review Records - Temporary Structures				
	9006-01 - Intersection Boards				
	9008-02 - Mapping Records				
	9008-03 - Reference Maps				
	9009-02 - Bench Mark Books and Index				
	9009-03 - Survey Computer Records				
	9009-04 - County Road Records				
9009-05 - Microfilm Index					
9009-07 - Quarter Section Maps - Microfiche					
9009-09 - Street Grade Index					
9009-13 - Quarter Section Index Maps/Street Alignment					
9010-02 - Transportation Project Maps					
9010-08 - Computer Assisted Drawing (CAD) Records					
9012-03 - Light Rail Plans and Specifications					
9013-01 - Transit Mall Construction Records					
9201-02 - Traffic Flow Map					
9202-01 - Traffic Management Maps, Plans and Drawings					
9606-07 - Quarter Section Map Books					
9606-08 - Quarter Section Boards					
9609-05 - General Plans, Facility Site Plans and Map Records					
9609-06 - Engineering Maps - Original Records					
9609-07 - Reference and Water District Maps (may not belong here)					
9615-03 - Schematic Drawing Records					

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Engineering and Construction	EGR-0050 - Survey Field Records - General and Right-of-Way Location Records EGR-0060 - Survey Field Records - Other Projects 8809-05 - Proctor Records 9009-06 - Private Survey Records 9009-10 - Survey Field Records 9009-12 - Survey Project Records	ENG-0070	Survey Field Records	(a) General and Right-of-Way surveys, retain Permanent; (b) 10 years after substantial completion (as defined by ORS 12.135(3)) of project	OAR 166-200-0355(5)
Engineering and Construction	6202-01 - Sewer Connection Records 8801-01 - Customer Receipts (Address Records) 8805-01 - Sewer Connection Permits 8810-07 - Connection Enforcement Records* 8819-02 - Downspout Disconnect Reimbursement Records 9604-01 - Application for Water Service/Work Orders	ENG-0080	Utility Installation and Connection Records	2 years after physical disconnection	OAR 166-200-0360(5)
Engineering and Construction	6202-03 - Sewer System Location Request Records 7207-11 - Utility Locate Records 9606-05 - Utility Locate Records	ENG-0090	Utility Line Location Request Records	2 years	OAR 166-200-0360(6)
Environmental Services	8811-01(A)(B) - National Pollutant Discharge Elimination System (NPDES) - Permits, Addenda and Modifications 8802-02 - Regulatory Reports and Records 8811-04 - Source Control Tracking Documents 8811-10 - Batch Discharge Records 8812-05 - Outfall/Stormwater Sample (Field Screen) Records 9401-01(A) - Monthly Discharge Monitoring Reports (DMR) 9401-01(B) - Monthly Monitoring Report Research and Backup Data 9408-01 - National Pollutant Discharge Elimination System (NPDES) Permits 9408-02 - National Pollutant Discharge Elimination System (NPDES) Permit Supporting Records 9408-03 - National Pollutant Discharge Elimination System (NPDES) Stormwater Permits 9408-04 - National Pollutant Discharge Elimination System (NPDES) Stormwater Permit Supporting Records 9615-05 - Hazardous Water Manifests	ENV-0010	MS4/NPDES Permits and Industrial Stormwater Permitting	(a) Permits and major records, retain permanently; (b) Support records, retain 10 years after expiration or revocation	OAR 166-200-0300(7)
Environmental Services	New Schedule	ENV-0020	Extra-Strength Sewer Charge (ESSC) Program	5 years after superseded or business closes	OAR 166-200-0245(3)
Environmental Services	New Schedule	ENV-0030	Fats, Oils, and Grease (FOG) Program	5 years after last activity	OAR 166-200-0370(4)(a)(b)
Environmental Services	8841-03 - Maintenance Inspection Property Records - Inspections 8841-04 - Maintenance Inspection Property Records - Site Records	ENV-0040	Maintenance Inspection Program (MIP)	(a) Deed Records, retain permanent; (b) Inspection Records, retain 10 years after last action	OAR 166-150-0040(6); OAR 166-200-0380(4);
Environmental Services	9404-07 - Biosolids Quality Control Records	ENV-0050	Biosolids Quality Control Records	Permanent	OAR 166-200-0320(11)
Environmental Services	9408-05 - Air Emissions and Odor Monitoring Permit 9408-06 - Air Emissions and Odor Monitoring Supporting Records	ENV-0060	Air Contaminate Discharge Permit Records	(a) Reports, retain permanently; (b) All other records, retain 5 years	OAR 166-200-0360(2)
Environmental Services	9404-06 - Landfill Records/Screened Solids Disposal	ENV-0070	Landfill Records/Screened Solids Disposal	5 years	OAR 166-200-0360(7)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Environmental Services	6208-01 - Material Disposal Log Records 8812-06 - Septage Permits 8812-07 - Septage Receiving Tickets 9404-03 - Agricultural Application Biosolids Hauler Records 9404-05 - Mobile Waste Hauler Dumping Records	ENV-0080	Mobile Waste Hauler Dumping Records	5 years	OAR 166-200-0370(2)
Environmental Services	9404-01 - Agricultural Site Application Records 9404-02 - Biosolids Application Site Logs	ENV-0090	Site Application Records	Permanent	OAR 166-200-0370(6)
Environmental Services	9011-06 - Wetland Permit Records	ENV-0100	Wetlands Removal and Fill Permits	30 years	OAR 166-200-0300(14)
Environmental Services	8811-01 - Industrial Permit Records 8811-07 - Non-Permitted (NP) Records 8811-11 - Local Limit Records	ENV-0110	Industrial Pretreatment Permits and Local Limit Records	(a) Permits, addenda, and modifications, retain permanently; (b) All other records, retain 11 years after expiration or revocation.	OAR 166-200-0300(5)
Environmental Services	New Schedule	ENV-0120	Underground Injection Control (UIC) Program	(a) UIC permits and major documents, retain permanent; (b) Minor and supporting documents, retain 10 years after permit revocation or expiration	UIC Permit No. WPCF-DOM-UIC-102830 40 CFR Part 144
Environmental Services	9011-07 - Wetland Records	ENV-0130	Wetlands Conservation Planning Records	Permanent	OAR 166-200-0320(17)
Environmental Services	7207-17 - Spill Response Records 8814-01 - Clean-up and Remediation Records - Core Project 8814-02 - Clean-up and Remediation Records - Legal 8814-03 - Clean-up and Remediation Records - Financial 8814-04 - Hazardous Site Investigation Records 8814-05 - Soil Disposal Records	ENV-0140	Spill Prevention and Response	Permanent	OAR 166-200-0335(5)
Environmental Services	6211-08 - Underground Storage Tank (UST) Records 5011-03 - Tank Cards 9006-04 - Underground Storage Tank (UST) Permits 9408-09 - Underground Storage Tank (UST)	ENV-0150	Regulated Substances Storage and Use Records	(a) Underground tanks, retain 25 years after tank removed (b) Aboveground tanks, retain 5 years	OAR 166-200-0335(7)
Environmental Services	8825-01 - Scientific Data and Natural Resource Surveys 8825-03 - Watershed Management Planning Records	ENV-0160	Watershed Management Records	Permanent	OAR 166-200-0370(5)
Environmental Services	9611-02 - Contract Lab Records	ENV-0170	Sanitary Survey Records	(a) Reports, retain permanently; (b) All other records, retain 5 years	OAR 166-200-0370(5)
Environmental Services	8813-01 - Monitoring Project Work Orders 8813-02 - Monitoring Records 8813-04 - Monitoring Project Development Records	ENV-0180	Environmental Monitoring/Investigations	(a) Reports, retain permanently; (b) All other records, retain 5 years	OAR 166-200-0370(5)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Environmental Services	6202-04 - Sewer Cleaning and Inspection Records (Daily Reports) 6202-05 - Debris Accumulation Records 6202-06 - Dig Records 8807-01 - Sewer Maintenance Job Records 8807-04 - Collections Systems Maintenance and Management Records (Hansen) 8807-08 - Video Tapes of Sewer Conditions	ENV-0190	Sewer and Storm Drainage Maintenance and Repair Records	(a) Records requiring engineering stamps, retain 2 years after life of structure; (b) All other records, retain 2 years	OAR 166-200-0345(14)
Environmental Services	8801-07 - Dye Test Records	ENV-0200	Sewer Smoke /Dye Test Records	10 years	OAR 166-200-0345(15)
Environmental Services	8812-05 - Outfall/Stormwater Sample (Field Screen) Records	ENV-0210	Outfall	(a) Reports, retain permanently; (b) All other records, retain 5 years	OAR 166-200-0360(2)
Environmental Services	8809-01 - Material Test Records 8809-06 - Nuclear Records 8813-03 - Sampling Plans 8815-01 - Raw Data Records/Lab Analysis Records 8815-02 - Sample Log 8815-03 - Sampling History Records 8815-04 - Lab Database Records 8815-05 - Field Sampling Log 9402-09 - Radiological Licensing Records	ENV-220	Laboratory Sampling and Testing	(a) Reports, raw data, licensing, and accreditation records, retain permanently; (b) All other records, retain 5 years	OAR 166-200-0360(2)
Environmental Services	8807-12 - Vector Control 9401-04 - Control Center Log Books 9401-06 - Methane Gas Sales Records 9402-01 - Pump Station Logs	ENV-0230	Wastewater Treatment Operations Records	(a) Annual reports, retain permanently; (b) All Other records, retain 5 years	OAR 166-200-0360(7)
Environmental Services	New schedule	ENV-0240	Industrial Stormwater Records	(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	OAR 166-200-0300(7)(b); IGA (CoP# 30001293) Section IV.D; 10 years after expiration date of permit
Financial	1003-07 - Financial Transaction Records 4302-13 - Invoice Records 4803-01 - Outstanding Check Records 4803-02 - Audited Voucher/Check Records 4805-16 - Payroll Accounts Working Papers 4807-09 - Vendor History Report 7408-06 - Vendor Payment Authorizations 9102-05 - Project Tracking Source Documents - Non Grant 9102-08 - PDOT Petty Cash Account Records	FIN-0010	Accounts Payable Records	4 years	OAR 166-200-0210(1)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Financial	1003-07 - Financial Transaction Records 2007-02 - Daily Receipts 2204-28 - Commercial Registration and Billing Records 2301-08 - Cable Revenue Records 2302-02 - Utility Revenue Records 4501-04 - Daily Receipts 4801-04 - Event Revenue Calculation Records 4803-23 - Schedule of Taxes Collected by County 4806-01 - Accounts Receivable 4806-02 - Accounts Receivable Reports 4806-03 - Accounts Receivable Receipts 5408-05 - Motor Pool Trip Tickets 6208-03 - Recycling Sales Record 8801-05 - Outside Sewerage District Records 8810-01 - Sewer Safety Net Program Records 8810-04 - Customer Concerns Tracking System (CCTS) Records 8812-03 - Cost Recovery Records 9105-07 - Tow Release Records 9601-06 - Consumption Data Records 9601-07 - Wholesale Consumption Records 9604-04 - System Development Charge (SDC) Records	FIN-0020	Accounts Receivable Records	3 years after collected or deemed uncollectible	OAR 166-200-0230(1)
Financial	4812-05 - Bank Deposit Receipt Records 4812-06 - Bank Statements	FIN-0030	Bank Transaction Records	3 years after audit report	OAR 166-200-0215(5)
Financial	1003-01 - Budget Preparation Records 1003-02 - Bureau Budget Request 4811-05 - Budget Process Correspondence, Analyses & Supporting Documents 4815-01 - Annual Budget Submission 4815-02 - Budget Monitoring Process (BUMP) Records: Major/Minor Supplementals & Overexpenditure Reports 6215-05 - Planning Standards Records 6215-06 - Bureau Budget Worksheets 6215-07 - Annual Work Plan	FIN-0040	Budget Preparation Records	5 years	OAR 166-200-0245(2)
Financial	1003-05 - Capital Improvement Project (CIP) Records 4801-01 - Spectator Facilities Purchase Requisitions 5405-13 - Capital Improvements Plan Records 6206-05 - Cost Accounting Records 8820-01 - Rate Records 9601-01 - Project Financial Records 9601-04 - Project Tracking Reports - Group 3 Expenditures 9601-09 - Capitalized Overhead Records 9604-02 - Main Extension Records	FIN-0050	City Improvement Administrative and Financial Records	(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)	OAR 166-200-0215(6)
Financial	FIN-0075 - Credit and Debit Card Transaction Receipts 8822-06 - Promotional Material Sales Records 7213-03 - Refund Records 7213-04 - Gift Certificates 9601-11 - Bull Run Promotional Sales Records	FIN-0075	Credit and Debit Card Transaction Receipts	36 months, destroy	OAR 166-200-0230(3)
Financial	FIN-0080 - Credit Slips 2206-04 - Customer Refund Records	FIN-0080	Credit Slips	3 years after credit expired or redeemed	OAR 166-200-0210(2)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Financial	2005-03 - Rate Studies 4302-12 - Solid Waste Rate Review Records 4801-03 - Community Events & Parking Variance Records 4811-07 - Council Calendar Review Records 4811-08 - Forecast Records And Forecast and Economic Tracking Reports 4811-10 - Special Studies, Tasks, and Policy Reviews 7213-05 - Fee Development Records 8801-08 - Impervious Area Records 8819-03 - Financial Planning 8820-02 - Rate Review Records 9102-07 - Management Information System Budget Records 9103-02 - Revenue Development Records 9106-03 - Economic Impact Records 9601-10 - Rate Records	FIN-0090	Financial Impact Analysis Records	3 years	OAR 166-200-0245(3)
Financial	4803-21 - Capital Asset Totals and Activity Reports 4804-01(A) - Employee Name and Address Listings - Year-end Report 7204-02 - Pittcock Mansion Donation Records 9106-03 - Economic Impact Records 9603-03 - Financial Forecasting Model	FIN-0100	Financial Reports - Annual or Major	Permanent	OAR 166-200-0215(8)
Financial	1003-06 - Financial Reports 2007-01 - Billing Register 2206-03 - State Surcharge Reports 4803-07 - City Analysis & Reporting System (CARS) Reports 4803-25 - Cleared Check Edit Report 4804-01(B) - Employee Name and Address Listings - other than year-end report 5406-08 - Property management Fund Records 6207-03 - Sign Cost Records 6215-09 - IBIS Source Documents 6215-02 - Maintenance Management System Cost Reports 7202-05 - Metro Green Spaces Quarterly Reports - Working Records 8820-05 - System Forecast Records - short term 9102-02 - IBIS Project Tracking Reports 9102-03 - PDOT Budget Accounting Reports 9104-03 - Parking Operations - Finance 9201-11 - Power Consumption Records 9402-10 - Power Consumption Records	FIN-0110	Financial Reports - Other than Annual	3 years	OAR 166-200-0215(8)
Financial	1003-04 - Bureau Purchasing Records and Source Documents 4802-01 - Purchase Requisitions 4802-02 - Municipal Stores Requisitions 4802-03 - Purchase Orders 4802-07 - Authorization Number Index 8501-03 - Vendor Purchase Orders 8503-04 - User Profile Records	FIN-0140	Purchasing Records	4 years	OAR 166-200-0210(4)
Financial	4804-09 - Specimen Signature Cards 4807-03 - Signature Verification Records	FIN-0150	Signature Authorization Records	6 years after authorization superseded or expired	OAR 166-200-0275(6)
Financial	FIN-0155 - Tax-Exempt And Tax-Advantaged Debt Expenditure Records (aka bond records) 4813-06 - Bond Compliance Records	FIN-0155	Tax-Exempt And Tax-Advantaged Debt Expenditure Records	Life of the debt obligation and any refinancing used to repay the obligation, plus 3 years	26 USC 6001; 26 CFR 1.6001-1(e)
Financial	1004-11 - Bureau Travel Files	FIN-0160	Travel Expense Records	3 years after publication of annual CAFR	OAR 166-200-0210(1)
Financial	FIN-0170 - Vendor Lists 8824-03 - MWESB Pre-qualification Records 8824-05 - Utilization /Participation Database	FIN-0170	Vendor Lists	Until superseded or obsolete	OAR 166-200-0215(16)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Financial	4809-07 - Comprehensive Annual Financial Report (CAFR) Support Documentation and Account Analysis 4809-09 - Comprehensive Annual Financial Report (CAFR)	FIN-0180	Comprehensive Annual Financial Report (CAFR)	(a) CAFR, retain permanent; (b) Support Documentation and Account Analysis, retain 10 years	OAR 166-200-0215(12)
Financial	4801-09 - Parking Invoices 4806-04 - Accounts Receivable Aged Trial Balance 4807-14 - Accounts Payable Reconciliation Trial Balance	FIN-0200	Balance Status, Forecasting, and Projection Reports	5 years	OAR 166-200-0215(4)
Financial	4803-03 - Journal Entries 4803-04 - Journal Entry Batch Control Sheets 4803-05 - Manual Control Records 4803-18(a) - General Ledger Account Activity Reports - Year End 4803-18(b) - General Ledger Account Activity Reports - Other than year-end 4809-01 - Check Records 4809-08 - Tax Turnover Records	FIN-0210	General Ledgers	(a) Year-end ledger retain 10 years; (b) Other ledgers retain 5 years.	OAR 166-200-0215(9)
Financial	4812-03 - Investment Portfolio Records	FIN-0220	Investment Portfolio ESG Research Records	10 years	OAR 166-200-0230(5)
Financial	4811-01 - Annual Adopted City Budget	FIN-0240	Annual Adopted City Budget	Permanent	OAR 166-200-0245(1)
Financial	2005-01 - Interest (BUMP) Records 4813-01 - Rating Records (Rating Handbooks) 9601-03 - Accounting Structure Change Records * Possibly obsolete	FIN-0260	Bond Planning and Sale Records	(a) Ratings Records (Rating Handbooks): Life of bond; (b) bond compliance records, 3 years after bond payment	OAR 166-200-0205(2)
Financial	2005-02 - Bond Sale Information 4809-03 - Bond Registers 4813-05 - Bond Issue Development Records 5901-05 - Hydro Bond Records 9601-05 - Bond Sale Records	FIN-0270	Bond Sale Records	(a) daily bond receipts: 3 years after final payment; (b) all other records: Permanent	OAR 166-200-0205(3)
Financial	8801-02 - Customer Correspondence Records 8801-09 - Extra Strength Account Records 8801-10 - Special Meter Database 8801-11 - Sub Meter Account Records - Meter Read Documents 8801-13 - Stormwater Drainage Discount Program Records 8819-02 - Downspout Disconnect Reimbursement Records 8820-06 - Water Bureau Customer Billing Records - Summaries 9602-01 - Customer Account Records 9602-02 - Account Change Records 9602-03 - Water Billing Adjustment Records 9602-04 - Billing Records 9602-05 - Customer Services Reports 9602-07 - Deposit Records 9602-08 - Payment Records 9602-09 - Customer Correspondence Records 9602-10 - Housekeeping Records 9602-11 - Meter Read Documents 9604-05 - Billing Records	FIN-0280	Customer Utility Records	(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)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Fire & Police Disability-Retire	2101-01 - Fire & Police Disability & Retirement Board and Committee Records: Minutes, Agendas, Resolutions, and Exhibits	FPD-0010	Fire & Police Disability & Retirement Board And Committee Records: Minutes, Agendas, Resolutions, And Exhibits	(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	OAR 166-200-0235(5)
Fire & Police Disability-Retire	2101-02 - Fire & Police Disability & Retirement Membership Records (Master Files): Vested Member	FPD-0020	Fire & Police Disability & Retirement Membership Records (Master Files)	(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	OAR 166-200-0310(1)
Fire & Police Disability-Retire	2101-03 - Fire & Police Disability & Retirement Disability Claim Records	FPD-0030	Fire & Police Disability & Retirement Disability Claim Records	75 years after claim closure or	OAR 166-200-0390(6)
Fire & Police Disability-Retire	2101-04 - Fire & Police Disability & Retirement Check Registers	FPD-0040	Fire & Police Disability & Retirement Check Registers	Permanent	OAR 166-200-0215(12)
Fire & Police Disability-Retire	2101-05 - Fire & Police Disability & Retirement Fund Reports for Federal and State Agencies	FPD-0050	Fire & Police Disability & Retirement Fund Reports For Federal And State Agencies	(a) 5 years; or (b) 5 years after superseded; or (c) employee separation for withholding forms	OAR 166-200-0295(4)
Fire & Police Disability-Retire	2101-07 - Fire & Police Disability & Retirement Fiscal Records	FPD-0060	Fire & Police Disability & Retirement Fiscal Records	5 years	OAR 166-200-0210(1); (4); OAR 166-200-0215(5); (8); (12); OAR 166-200-0230(1); (3); OAR 166-200-0245(2); (3)
Fire & Police Disability-Retire	2101-08 - Fire & Police Disability & Retirement Outstanding Check Records	FPD-0070	Fire & Police Disability & Retirement Outstanding Checks Records	6 years	OAR 166-200-0215(13)
Fire & Police Disability-Retire	2101-09 - Fire & Police Disability & Retirement Timesheet Records	FPD-0080	Fire & Police Disability & Retirement Timesheet Records	125 years	OAR 166-200-0295(3)
Fire and Rescue Services	5001-07 Hydrant Records 5014-10 Hydrant Records	FRS-0010	Hydrant Records	(a) Retain location and specification records until hydrant permanently removed from service; (b) Retain maintenance, test and repair records 2 years.	OAR 166-200-0345(10)
Fire and Rescue Services	5001-10 - State Fire Reports (Duplicate Records)	FRS-0020	Fire Reports (State duplicates)	2 years	OAR 166-200-0385(10)
Fire and Rescue Services	5001-12 - Marine Log 5001-13 - Ships Documentation 5008-01 - Fuel Transfer Records 5016-04 - Inspection Records	FRS-0030	Fire and Emergency Medical Services (EMS) Documentation	(a) Documentation records, retain permanent; (b) Marine Log, retain 2 years; (c) All other records retain as needed or until superseded.	OAR 166-200-0385(9)
Fire and Rescue Services	5016-01 - General Orders 5017-01 - Chief's Subject Files 5017-02 - David Campbell Memorial Award Records 5017-03 - Jeff Morris Museum Records	FRS-0040	Fire Chief Records	Permanent	OAR 166-200-0385(9)
Fire and Rescue Services	5004-03 - Controlled Substance Use Forms	FRS-0050	Controlled Substance Inventory and Tracking Records	3 years	OAR 166-200-0350(17) (21CFR1304.04)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Fire and Rescue Services	5010-02 - Fire Marshall Policy Records (Rules & Regulations)	FRS-0060	Fire Marshal Policy Records (Rules & Regulations)	(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.	OAR 166-200-0380(3)
Fire and Rescue Services	5016-02 - Memorandums/Letters of Instructions (Pink Sheets)	FRS-0070	Memorandums/Letters Of Instructions (Pink Sheets)	2 years after superseded	OAR 166-200-0325(6)
Fire and Rescue Services	5018-05 - Operational Guidelines	FRS-0080	Fire Operational Guides	6 years after obsolete	OAR 166-200-0325(6)
Fire and Rescue Services	5007-03 - Smoke Detector Records 5011-02 - Fire Bureau Permit Records - Installment Permits	FRS-0090	Fire Bureau Permit Records - Installment Permits	(a) Retain records related suppression systems permanent; (b) Retain smoke detector records 20 years	OAR 166-200-0300(8)
Fire and Rescue Services	5009-01 - Investigation Photograph Records 5009-03 - Investigative Reports 5009-07 - Suspect Information Records	FRS-0100	Investigative Reports	(a) Records documenting fires involving loss of life, retain 75 years; (b) Other records, retain 20 years.	OAR 166-200-0350(39)
Fire and Rescue Services	5009-02 - State Fire Marshall's Reports (Form 10) Records	FRS-0110	State Fire Marshal's Reports (Form 10) Records	(a) Records documenting fires involving loss of life, retain 75 years; (b) Other records, retain 10 years.	OAR 166-200-0350(39)
Fire and Rescue Services	5009-08 - Fire Loss Records 5018-07 - Firefighter Death Records	FRS-0120	Fire Loss Records	Permanent	OAR 166-200-0385(10)
Fire and Rescue Services	5012-03 - Residential Inspection Records 5012-04 - 3-C Test Records	FRS-0130	Inspection, Occupancy, and Test Records	10 years	OAR 166-200-0350(50)
Fire and Rescue Services	5001-08 - Pre-Fire Survey Records 5001-15 - Forest Park Survey Records 5006-01 - City Map Books 5006-02 - Reference Wall Maps 5006-03 - First Response Book 5006-04 - Station Location Records 5007-04 - Schools Database 5013-02 - Buildings Database 5013-03 - Employee Database 5018-06 - Greater Alarm Information	FRS-0140	First Response (Fire Data)	Until superseded or as needed	OAR 166-200-0350(37)
Fire and Rescue Services	5002-04 - Continued Quality Improvement Records 5002-06 - Pre-hospital Care Records and Attachments	FRS-0150	Emergency Medical Incident Records	10 years	OAR 166-200-0350(32)
Fire and Rescue Services	5010-01 - State Fire Marshall Exemption Records	FRS-0160	State Fire Marshal Exemption Records	5 years	OAR 166-200-0350(72)
Government Relations	1005-04 - Legislative Liaison Records 5701-03 - Press Records 5702-01 - International Relations Organizations 5702-02 - International Relations Project Records 5702-03 - Cultural Resources Guide 5702-04 - Visitor Records 6101-01 - Legislative Reports 6101-02 - Legislative Packages 6101-03 - City of Portland Federal Legislative Issues 6101-04 - State of Oregon Legislative Bills 8821-02 - Legislative Bill Analysis Records 9103-08 - Legislative Bill Records 9103-09 - Legislative Records on VAX	GRS-0010	Government Relations Records	(a) Reports, retain permanently; (b) All other records, retain 4 years	OAR 166-200-0285(2)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Government Relations	5701-01 - Gift Records 5701-02 - International Task Force Records 5701-03 - Press Records 5702-02 - International Relations Project Records 5703-01 - Sister Cities Administrative Records 5703-02 - Sister City Association Administrative Records 5703-03 - Sister Cities Correspondence 5703-04 - Sister City Affiliation Records 5703-05 - Sister City Association Project Records 5704-02 - Visitor Records	GRS-0020	Sister City Records	(a) Ceremonial agreements, special event, and administration records, retain permanently; (b) Financial records and visitor/travel records, retain 3 years	OAR 166-200-0285(4)
Housing Services	7801-01 - Housing and Urban Development Grant Management Records 7801-02 - Community Development Block Grant Program/Project	HOS-0010	Federal Housing Grant Management Records	(a) Final reports from significant (as defined by city policy) 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 agreement, whichever is longer; (c) Other grant records, retain 3 years after annual or final expenditure report submitted and approved or, as specified in agreement, whichever is longer; (d) Unsuccessful grant applications, retain 1 year after rejection or withdrawal.	OAR 166-200-0220(1)
Housing Services	7801-05 - Housing Property Tax Exemption Records	HOS-0020	Housing Property Tax Exemption Records	25 years, or 6 years after expiration, whichever is longer	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)
Housing Services	7801-04 - Single Family Loan Records 8206-02 - Single Family Loan Package Records	HOS-0030	Single Loan Records	(a) Deferred Payment Loans (DPL): 5 years after homeowner leaves home, sells home, transfers the title, refinances the mortgage, or a change of use; (b) County Home Improvement Program Loans (CHIP): 5 years after loan pay-off or foreclosure; (c) Rental Rehab Loans: 5 years after loan pay-off or foreclosure; (d) Cancelled Housing Rehabilitation Loans: 10 years after loan cancellation	OAR 166-150-0120(9)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Housing Services	7801-03 - Tax Increment Financing Records 8206-03 - Multi-family Loan Package Records	HOS-0040	Multifamily Rental Project Records and Inclusionary Housing Tax Exemption Records	99 years from regulatory agreement date, or expiration of promissory note, whichever is longer.	OAR 166-200-0320(15) Portland City Code 30.01.120.D.2
Housing Services		HOS-0050	Multifamily for Sale (homeownership)	10 years after payoff or loan maturity date	
Human Resources	HUM-0010 - Employee Background Check Records 4001-06 - Employee Background Investigations 7203-03 - Criminal Background Check Records 8008-13 - Applicant Cards	HUM-0010	Employee Background Check Records	(a) Background check log, retain until superseded or obsolete; (b) All other records, retain 90 days	OAR 166-200-0305(3)
Human Resources	HUM-0020 - Employee Complaint, Grievance, Personnel Action and Appeal Background Records 1004-03 - Bureau Complaint, Grievance, Personnel Action and Appeal Background Records 5009-09 - Disciplinary Investigation Records 6212-02 - Personnel Issue Investigation Records 7301-02 - Case Files Internal Complaints 7402-04 - Appeal Records 7405-05 - Grievance Records 7405-10 (a, b) - Personnel Action and Appeal Background Records - Investigations Resulting in Employee Termination 8701-03 - Civil Rights, Equal Employment Opportunity and Oregon Bureau of Labor and Industries Complaints	HUM-0020	Employee Complaint, Grievance, Personnel Action and Appeal Background Records	(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 (c) civil rights, EEO and Oregon BOLI complaints retain 35 years after separation	OAR 166-200-0305(10)
Human Resources	HUM-0030 - Employee Hazard Exposure Records 1004-16 - Employee Hazard Exposure Records 5002-09 - Occupational Health Nurse Records 8012-09 - Lead Log Records 8703-01 - Audiometric Test Records 8706-01 - Medical Records 9406-03 - Industrial Hygiene and Audiometric Test Records	HUM-0030	Employee Hazard Exposure Records	30 years after separation	OAR 166-200-0315(2); 29 CFR 1910.1020
Human Resources	HUM-0040 - Employee Medical Records 1004-15 - Employee Medical Records 7401-03 - Employee Medical Records 7403-15 - Pre-employment Medical Exam Records	HUM-0040	Employee Medical Records	10 years after separation	OAR 166-200-0315(3)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Human Resources	HUM-0050 1004-01 - Bureau personnel folders 2018-04 - Commendation Files (A-Files) 5001-14 - Pilot's Logs/Trip Logs 5015-02 - Personnel Detail Sheets (Green Sheets) 5015-03 - Transfer Lists (Blue Sheets) 5015-04 - Transfer Request Records 5015-05 - Retirement Forms 5018-01 - Firefighter Training Records 6212-03 - Training Records 6214-01 - Attendance Cards 7401-01 - Personnel Folders 7401-02 - Temporary Employee Records 8001-02 - Photographs of Officers 8003-08 - Blood Borne Pathogen Kit Records 8012-01 - Officer Training Records 8012-06 - Firearms Documentation Records 8012-07 - Range and Instructor Logs 8014-02 - Personnel Orders 8014-08 - Interview Audio Tapes 9406-05 - Respirator Fit Test Records 9408-08 - Licenses and Certifications	HUM-0050	Employee Personnel Folders	(a) 10 years after separation (b) Fire and Police Personnel, retain permanent	OAR 166-200-0305(5)
Human Resources	HUM-0060 - Employee Recognition Program Files 1008-03 - Volunteer Recognition Awards 6214-06 - Employee Recognition Program Records 8014-15 - Ceremonial/Awards Records	HUM-0060	Employee Recognition Program Records	(a) Records of Police ceremonies and awards, retain permanently (b) All other award program records, retain 6 years	OAR 166-200-0305(6)
Human Resources	HUM-0070 - Employee Suggestion Award Records 9001-04 - Employee Advisory Records	HUM-0070	Employee Suggestion Records	(a) Adopted suggestions, retain 2 years; (b) Suggestions not adopted, retain 1 year	OAR 166-200-0305(7)
Human Resources	HUM-0085 - I-9 Employment Eligibility Verification Records 7401-05 - Employment Eligibility Verification Records (I-9)	HUM-0085	I-9 Employment Eligibility Verification Records	3 years after date of hire or 1 year after employee separation, whichever is longer	OAR 166-200-0305(8)
Human Resources	HUM-0100 - Recruitment and Selection Records - Announcements, Positions and Testing Records HUM-0110 - Recruitment and Selection Records - Unsolicited Applications HUM-0120 - Recruitment and Selection Records - Unsuccessful Applications 1004-07 - Bureau Hiring Process Records 2208-04 - Certified Special Inspector Records - Examination Development and Administration (Per BDS, this schedule is no longer valid) 7403-01 - Applicant Flow Records 7403-03 - Eligible Lists 7403-04 - Employment Applications and Examination Papers 7403-05 - Exam Announcements 7403-07 - Exam Records 7403-13 - Test Question Database 7403-14 - Unsolicited Employment Applications and Resumes 7403-15 - Pre-employment Medical Exam Records 8014-10 - Testing Records and Employment Applications 8014-11 - Applicant Surveys	HUM-0100	Recruitment and Selection Records - Announcements, Position Descriptions and Testing 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	OAR 166-200-0305(12)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Human Resources	1004-09 - Bureau Training Course Records 4401-02(b) - Emergency Training and Exercise - Training Program Records 5018-02 - Training Manual 5018-03 - Training Memorandum 5018-04 - Training Bulletins 6212-04 - Training Material - Course Documentation 7203-12 - Lifeguard Training Records 8012-02 - Training Course and Academy Records 8012-03 - Training Database 8012-04 - Defensive Tactics Manuals 8012-05 - Training Bulletins 8706-02 - Training Records 9001-02 - Computer Training Records 9205-03 - Community Workshops/Training: Routine and Administrative Records	HUM-0160	Training Program Records	(a) Retain significant program records 5 years; (b) Retain class enrollment, attendance and other records 2 years.	OAR 166-200-0330(2)
Human Resources	HUM-0170 - Unemployment Compensation Claim Records 1004-02 - Unemployment Compensation Claim Records 1004-20 - Unemployment Compensation Claim Records 4805-13 - Unemployment Records	HUM-0170	Unemployment Compensation Claim Records	3 years	OAR 166-200-0295(10)
Human Resources	HUM-0180 - Volunteer Program Records 1008-01 - Volunteer program records 4401-03(f) - Emergency Management Operations - Volunteer Program 7201-03 - Volunteer Impact Reports 7201-05 - Volunteer Database Records	HUM-0180	Volunteer Program Records	4 years	OAR 166-200-0305(14)
Human Resources	HUM-0190 - Volunteer Worker Records 1008-02 - Volunteer Worker Records 5701-04 - Sister Cities Volunteer Records 7201-04 - Volunteer Records 8014-09 - Reserve Officers Records - Hired 8014-16 - Cadet Records 8015-01 - Volunteer Chaplain Records	HUM-0190	Volunteer Worker Records	4 years after separation	OAR 166-200-0305(15)
Human Resources	1004-02(a,b,c) - Bureau Affirmative Action/EEO Records - Background Records 4802-08 - EEO Purchasing Program Records 7301-01 - Affirmative Action Plan Calculations 7301-03 - Affirmative Action Quarterly Reports 7301-05 - Affirmative Action Survey Records 7403-16 - Certification Lists 8503-03 - EEO Certification Records	HUM-0200	Affirmative Action Records	(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.	OAR 166-200-0305(1)
Human Resources	7405-01 - Bargaining Records 7405-03 - Union Historical Files	HUM-0210	Collective Bargaining Records	(a) Bargaining records and historical union files: 75 years after contract expires; (b) other records: 6 years after current contract/agreement expires	OAR 166-200-0265(1)
Human Resources	7404-04(a,b) - Personnel Management Issue Project Records - Background Records 8014-01 - Employee Rosters	HUM-0220	Personnel Management Project Records	Final study or report: Permanent; Other records: 5 years after report published.	OAR 166-200-0305(2)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Human Resources	4812-10(b) - Deferred Compensation: Other Records 7408-01 - Benefit Enrollment Records & Balance/Financial Reports 7408-03 - Medical Expense Reimbursement Plan & Dependent Care Assistance Plan (MERP/DCAP) Records 7411-02 - Leave Balance Data - Year-end Leave Balance Reports 8015-03 - Employee Assistance Program Records	HUM-0230	Employee Benefits Records	(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	OAR 166-200-0310(1)
Human Resources	1004-08 - Bureau Position Description Records 7404-01 - Compensation Plan 7404-03 - Job Classification Specification Records 7404-06 - Salary Survey 8014-12 - Transfer Request Records	HUM-0240	Position Description, Classification, Salary Survey, and Compensation Records	(a) Compensation Plan: Permanent; (b) all other records: 3 years after obsolete, superseded, or final action (recommendations submitted/report published)	OAR 166-200-0310(2)
Human Resources	7405-08 - Drug Testing Records	HUM-0250	Drug Testing Records	10 years after employee separation	OAR 166-200-0315(1)
Human Resources	7409-01 - HIPAA Health Care Component Designation Records 7409-02 - HIPAA Security Standards Implementation Records	HUM-0260	HIPAA Health Care Component Designation Records	Ordinance designating the City a covered hybrid entity, retain permanent. Development records, retain 6 years from date designation expires or is superseded	45 CFR164.105(c)(1-2)
Human Resources	7409-03 - Protected Health Information Access Provider Records 7409-04 - Protected Health Information Disclosure Records 7409-05 - Protected Health Information Privacy Practices Records 7409-06 - Protected Health Information Privacy Practices Violation Records	HUM-0270	Protected Health Information Records	6 years after last action	45 CFR164.528(a)(1); 45 CFR164.528(a)(3)
Information Technology	1007-04 - Computer Maintenance Records 3601-04 - System Usage and Maintenance Records 5404-03 - Electronic Communication Systems Manuals 5405-26 - Building Systems Operation and Maintenance Manuals 9001-03 - BTE Computer Back-up Systems	IT-0010	Information (Computer) System Maintenance Records	(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	OAR 166-200-0345(4)
Information Technology	1007-06 - Information System Planning and Development Records 3601-01 - Technology Services Project Planning Records 3601-02 - Hardware Selection Records 5404-05 - Electronic Communication Project Records 9001-01 - Computer Implementation Records	IT-0020	Information (Computer) System Planning and Development Records	(a) Implemented systems, retain for the life of the system; (b) Unimplemented systems, retain 3 years	OAR 166-200-0270(6)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Information Technology	1007-03 - Computer Hardware and Program Documentation 3601-03 - Technology Standards Documentation 3601-05 - Program Manuals 3601-06 - User Guides - System Documentation for Staff and End Users 3602-02 - Network Design and Implementation Records 5002-05 - Continuing Quality Improvement (CQI) Databases 5002-10 - Exposure Database 8823-02 - Technical System Information Records 9403-02 - Asset Management System (Synergen/Oracle Work and Asset Management - OWAM) 9603-01 - Computer/System Program Records 9603-04 - Information Services System and Procedures Manuals 9614-06 - Supervisory Control and Data Acquisition Records	IT-0030	Information (Computer) System Program and Software Documentation	(a)Retain migration plans until superseded or obsolete; (b)Retain other records 1 year after system superseded	OAR 166-200-0270(2)
Information Technology	6210-06 - Security System Records	IT-0040	Information (Computer) System Security Records	3 years after security measures superseded	OAR 166-200-0405(2)
Information Technology	3602-01 - Incident/Service Request Logs 8823-03 - Problem Log	IT-0050	Information (Computer) System User Support Records	(a) BTS Problem Log retain summary report, retain 5 years; (b)Weekly reports, retain 1 year (c) Detail information, retain 18 months; (d) all other records retain 1 year	OAR 166-200-0270(9)
Information Technology	1007-05 - Computer Purchase Records 3602-03 - Software Library and Documentation Records	IT-0070	Software Management Records	2 years after software disposed of or upgraded	OAR 166-200-0270(7)
Information Technology	8823-01 - Network Access Records	IT-0080	Network Access Records	1 year	OAR 166-200-0270(9)
Information Technology	5404-01 - FCC License List Database 5404-02 - FCC Station License Records	IT-0090	Telecommunications System Management Records	1 year after system superseded or obsolete	OAR 166-200-0270(8)
Neighborhood and Community Involvement	6801-11 - Special Project Records 6801-21 - Coalition Committee Records 6801-23 - Neighborhood Guidelines/Citizens Handbook	NCI-0010	Neighborhood Association Records	Permanent	OAR 166-200-0325(5)
Neighborhood and Community Involvement	6804-03 - Crime Prevention Community Organization Records	NCI-0020	Crime Prevention Community Organization Records	10 years after inactive	OAR 166-200-0350(19)
Neighborhood and Community Involvement	6804-02 - Neighborhood Problem Records	NCI-0030	Neighborhood Dispute Resolution Records	10 years after last action	OAR 166-200-0350(61)
Neighborhood and Community Involvement	6801-22 - Neighborhood Clean-up Records 6804-04 - Good Neighbor & Partnership Agreements 8808-02 - Community outreach Records	NCI-0040	Community Outreach and Cooperation Records	10 years after expiration of cooperative agreement or expiration of program.	OAR 166-200-0235(12); OAR 166-200-0235(5); OAR 166-200-0265(3); OAR 166-200-0350(14)
Parks and Recreation	7205-01 - Tree Inspection Records	PR-0010	Tree Inspection Records	15 years	OAR 166-200-0345(8)
Parks and Recreation	7207-15 - Nursery Inventory Records	PR-0020	Nursery Inventory Records	5 years	OAR 166-200-0340(1)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Parks and Recreation	7202-01 - Natural Resources Project Records 7202-02 - Natural Resources Reference and Working Records 7205-02 - Tree Census Records 7202-03 - Trail Inventory Records 7205-03 - Tree Planting Permits 7207-13 - Landscaping Records 7207-14 - Grow Records 7208-01 - Plant Collection Records/Reports 7208-02 - Plant Collection Records/Database 7208-03 - Rose Garden Testing and Evaluation Records 7209-01 - Community Garden Records 7209-03 - Community Garden Database 7209-04 - Community Gardens Waiting List *	PR-0030	Natural Resources Records	Permanent	OAR 166-200-0345(8) OAR 166-200-0340(3) OAR 166-200-0345(17)
Parks and Recreation	7203-09 - Sports Program Records 7203-10 - Sports Association Board Records 7203-11 - Sports Association Seasonal Information Records 7203-01 - Program Evaluations 7203-02 - Participant Liability Waivers 7203-04 - Scholarship Records 7213-01 - Activity Reports 7213-02 - Golf Program Activity Reports - Working Records 7214-01 - Parks Publicity Records 7214-04 - Special Project Records-Graphics	PR-0040	Parks and Recreation Program Records	3 years	OAR 166-200-0235(9)
Payroll	1006-08 - Certified Payroll Records 2010-08 - Payroll Disbursement Documents 4804-12 - Employees Current & YTD Gross Payroll Info Records 4805-02 - Employee Benefits Listings 4805-07 - Active Employee by Employee Code Reports 4805-08 - Six-month Eligibility Lists 4805-17 - Online Audit Trail Records 4805-20 - Notice of PERS Covered Employment 4805-21 - Notices of Separation from PERS Covered Position 4805-22 - PERS Employee Salary Certification Forms 4805-23 - PERS Bi-weekly Reports 4805-24 - Fiscal PERS Employee Pick-up Listings 5015-07 - Check Sequence Number Change Records	PAY-0010	Payroll Administrative Records and Reports	3 years	OAR 166-200-0295(8)
Payroll	4804-06 - Payroll Registers (PRR 402) 4809-02 - Check Reports and Registers 4804-13 - Hours Registers (PRR 409) 4805-19 - PERS Annual Reports 6214-02 - Out of Class Hour Records 6214-03 - Overtime Report Records	PAY-0020	Payroll Registers and Listings	(a) Payroll registers and final year end report: Permanent; (b) Other reports: 2 years	OAR 166-200-0295(9)
Payroll	4804-05 - Payroll Time and Attendance Batch Logs	PAY-0030	Payroll Time and Attendance Batch Logs	1 year	OAR 166-200-0400(6)
Payroll	4804-14 - Fair Labor Standards Act Payroll Activity Reports	PAY-0040	Fair Labor Standards Act Payroll Activity Reports	3 years	29 CFR 516.5
Payroll	4804-11 - Tax Distribution Summaries (PR 408) 4804-22 - Employee Tax Summary (PRR 410)	PAY-0050	Employee Tax Summary	5 years	OAR 166-200-0295(11)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Payroll	4805-09 - Withholding Allowance Certificates (W-4)	PAY-0060	Withholding Allowance Certificates (W-4)	5 years after superseded or employee separation.	OAR 166-200-0295(12)
Payroll	4804-18 - Other Earnings by Employee Reports 4805-03 - Employee Fiscal Year Current & Year To Date Records 4805-04 - Deductions & Other Earnings by Employee Reports	PAY-0070	Deductions & Other Earnings by Employee Reports	6 years	OAR 166-200-0295(2)
Payroll	4805-06 - Payroll Voluntary Deduction Authorizations	PAY-0080	Payroll Voluntary Deduction Authorizations	3 years after superseded, terminated or employee separation	OAR 166-200-0295(1)
Payroll	4805-01 - Vacation, Sick & Compensatory Reports	PAY-0090	Leave Balance Reports	(a) Vacation, sick & compensatory reports: Permanent; (b) other earnings by employee reports: 6 years	OAR 166-200-0295(7)
Payroll	4805-15 - Employee Garnishment Orders and Worksheets	PAY-0100	Employee Garnishment Orders and Worksheets	3 years after resolution	OAR 166-200-0295(5)
Payroll	4805-14 - Federal and State Agency Reports 4807-10 - IRS Form 1099 Copies 4807-11 - Vendor IRS Form W-9	PAY-0110	Federal and State Tax Records	(a) IRS form 1099 copies: 6 years; (b) vendor IRS form W-9: permanent; (c) all other records: 5 years	OAR 166-200-0295(4)
Law Enforcement	5019-03 - Drug Lab Records (changes type of retention) 8006-03 - Drug House Records (changes type of retention)	LE-0010	Drug House Records	5 years after last action on property (demolition, certified cleanup, boarding, or other actions)	OAR 166-200-0250(8)
Law Enforcement	8014-03 - Background Investigations - Final Background Report 8014-04 (a, b, c) - Unsealed Background investigations 8014-05 - Background investigations - working records 8014-06 - Background Investigations -Quick Check Records 8014-07 - Background investigations - assignment log	LE-0020	Law Enforcement Background Investigations	(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	OAR 166-200-0305(3)
Law Enforcement	8015-02 - Chaplain Counseling Records	LE-0030	Chaplain Counseling Records	3 years after last action	OAR 166-200-0305(16); OAR 166-150-0135(11)
Law Enforcement	8022-02 - Canine Records 8022-03 - Bite/Contact Log 8022-04 - K-9 Capture Log 8022-05 - Horse Records 8022-06 - Stable Attendant Records 8022-07 - Mounted Patrol Activity Log*Program ended in 2017/8	LE-0040	Police Animal Records	6 years after animal separates from City. Information kept by handler through service of animal. Records should be transferred to Canine Unit upon separation of dog from department. Mounted Unit records should be transferred to archives.	OAR 166-200-0305(5)
Law Enforcement	8008-07 - Jail Logs	LE-0050	Jail Logs	(a) Homicides, retain 20 years; (b) Felonies, retain 10 years; (c) Misdemeanors, retain 5 years	OAR 166-200-0350(10)
Law Enforcement	8009-08 - Problem Identification Forms/Neighborhood Records 8009-09 - Neighborhood Offices Contact Records 8013-08 - On Site Visitation Records 8018-03 - Exclusion Records	LE-0060	Community Policing and Problem Solving Records	(a) Agreements, retain 6 years after expiration; (b) Exclusion records retain 3 years; (c) all other records retain 2 years	OAR 166-200-0350(14)
Law Enforcement	8005-07 - Handwriting Exemplars 8007-09 - Business Emergency Notification Program Records 8011-06 - Gun Trace Records 8016-04 - Disability Alert Records	LE-0070	Crime Analysis Records	(a) Major crime analyses or studies, retain 10 years; (b) All other records, retain 1 year	OAR 166-200-0350(18)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Law Enforcement	8005-18 - Crime Stoppers Records 8007-05 - Women's Strength/Self-Defense Program Records 8007-08 - Telephone Reassurance Records	LE-0080	Crime Prevention Program Records	(a) Significant program records, retain 5 years; (b) Class enrollment and attendance records, retain 2 years; (c) All other records, retain 1 year.	OAR 166-200-0350(20)
Law Enforcement	8008-04 - False Information Report 8016-06 - Outside Folder Reports 8016-16 - Auto Theft Task Force (ATTF) Flag Records	LE-0090	Criminal History Dissemination Records	Until case completed or suspended. If unrelated to a case, retain as needed.	OAR 166-200-0350(24)
Law Enforcement	8005-09 - Child Abuse Cases-Verified Suspect Records 8005-19 - Sex Offender Registration Log 8005-20 - Sex Offender Notification Records	LE-0100	Sex Offender Registry Records	60 years	OAR 166-200-0350(25)
Law Enforcement	8009-03 - Suspect and Vehicle Cards 8011-04 - Criminal Intelligence Records 8011-05 - Criminal Intelligence Bulletins	LE-0110	Criminal Intelligence Records	(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.	OAR 166-200-0350(25)
Law Enforcement	8020-01 - Gang Designation Records 8020-02 - Gang Designation Records-not approved 8020-03 - Gang Designation Report-Purge Report	LE-0120	Gang Designation Records	(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.	OAR 166-200-0350(25)
Law Enforcement	8016-03 - Detoxification Cared for Reports	LE-0130	Detoxification Reports	2 years	OAR 166-200-0350(26)
Law Enforcement	8008-08 - Sealed & Expunged Records - Identification Division 8016-20 - Sealed Records 8016-21 - Expungment Log Records	LE-0140	Sealed and Expungement Records	retain 20 years or according to the directive of the court	OAR 166-200-0350(35)
Law Enforcement	8008-01 - Latent Fingerprints 8008-03 - Fingerprint Records (10 Finger/Rolled Print Cards) 8008-11 - Automated Fingerprint Identification System (AFIS) 8008-12 - Case Envelope (Make Envelopes)	LE-0150	Fingerprint Records	(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.	OAR 166-200-0350(36); OAR 166-200-0350(54)
Law Enforcement	8019-06 - Alarm Records 8019-07 - Alarm Monthly Reports*	LE-0160	Alarm Response Records	2 years	OAR 166-200-0350(4)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Law Enforcement	8005-01 - Detective/Investigator's Case Envelopes 8005-02 - Case Management System 8005-04 - Homicide Log (permanent)* 8005-09 - Child Abuse Cases-verified Suspect Records 8005-11 - Portland Police Data System (PPDS) Pawn System 8007-01 - Domestic Violence Database* 8007-02 - Domestic Violence Photographs* 8008-02 - Crime Scene Photographic Records 8010-01 - Fatal/Potential Fatal Accident Records 8016-01 - Police Incident Records 8016-02 - Police Incident Records - Selected Crimes 8016-11 - Case Log Index Records (Run Sheets) 8016-22 - Police Incident Records - Measure 11 and Sex Crimes 8018-01 - Complaint Signer Records 8020-05 - Explosive Disposal Unit (EDU) Mission Report	LE-0170	Incident Case Records	(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	OAR 166-200-0350(41)
Law Enforcement	8011-01 - Informant Records 8011-02 - Informants Database 8011-03 - Evidence/Informant Fund Records	LE-0180	Informant Case Files	Until superseded or obsolete	OAR 166-200-0350(42)
Law Enforcement	8001-01 - IAD Complaints 8001-03 - MEGG System (IAD Tracking System) 8001-05 - IAD Complaint Index 8004-05 - Review Board Records	LE-0190	IAD Complaints and Review Board Records	(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.	OAR 166-200-0350(51)
Law Enforcement	5007-02 - Juvenile Fire Setting Records 8008-09 - Juvenile Logs	LE-0200	Juvenile Logs	6 years or after age of majority, whichever is longer, or as directed by the court	OAR 166-200-0350(53)
Law Enforcement	8005-05 - Mug Books/Photo Logs 8005-06 - Throw Down Photographs 8008-06 - Mug Shots and Index	LE-0210	Mugshots	(a) Retain homicides 20 years; (b) Retain felonies 10 years; (c) Retain misdemeanors 5 years.	OAR 166-200-0350(60)
Law Enforcement	8009-11 - Officer Notebooks	LE-0220	Officer and Detective Notebooks	5 years	OAR 166-200-0350(62)
Law Enforcement	8012-08 - Weapons Transaction Records 8019-05 - ATF Register (Gun Register)	LE-0230	Weapons and Firearms Records	(a) Officer qualifications, retain until officer separation; (b) Firearm records, retain until sale of weapon	OAR 166-200-0350(63)
Law Enforcement	8005-12 - PPDS-Pawn System Reports 8005-13 - Second Hand Dealer/Pawn Shop Records 8005-14 - Second Hand Dealers Reports (Pawn Slips)	LE-0240	Pawn Broker and Second Hand Dealer Reports	3 years	OAR 166-200-0350(65)
Law Enforcement	8010-09 - Photo Radar Records-Non-issued 8010-10 - Photo Radar Records-Issued 8010-11 - Photo Radar Logs	LE-0250	Photo Radar Records	(a) Photo Radar Logs, retain 3 years; (b) Photo radar citations issued, retain 2 years; (c) Photo radar citations not issued, retain 30 days.	OAR 166-200-0350(67)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Law Enforcement	8005-15 - Polygraphic Exam Records 8005-16 - Polygraph Appointment Book 8005-17 - Polygraph Cross Reference Index	LE-0260	Polygraph Records	(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 appointment book 5 years after license expiration	OAR 166-200-0350(68)
Law Enforcement	8006-01 - Financial Investigations Database 8019-01 - Seizure Case Records 8019-02 - Real Estate Seizure Case Records 8019-03 - Seizure Logs 8021-01 - Evidence/Property Inventory System 8021-02 - Evidence/Property Receipt Records 8021-03 - Evidence/Property Receipt Records-Homicide Cases 8021-04 - Evidence Destruction Records (Transfer Lists) 8021-05 - Property Release Records 8021-06 - Money Release Records 8021-07 - Property Sale and Destruction Records 8021-08 - Property Notification Records 8021-09 - Trace Forms	LE-0270	Evidence/Property Records	(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	OAR 166-200-0350(70) OAR 166-200-0350(71)
Law Enforcement	8016-13 - Release Logs-Towed Vehicles 8016-14 - Towed Vehicle Records 8016-15 - Vehicle Holds-Formal Holds 8019-04 - Tow Invoice Records 7104-01 - Abandoned Auto Intake Records 7104-02 - Auto Inspection Records (Recheck Records) 7104-04 - Abandoned Auto System 7103-01 - Tow Lists 7103-02 - Towed Vehicle Reports 7103-03 - Tow Hearing Reports 9105-05 - Tow Dispatch Logs 9105-08 - PPI (Private Property Impound) Tow Records 9105-09 - Dispatch Records	LE-0280	Tow and Vehicle Hold Records	(a) Tows, Holds, and Abandoned vehicle records, retain 2 years after disposition of vehicle. (b) Tows connected to specific case file should be transferred and filed with Police Incident Records	OAR 166-200-0350(74); OAR 166-200-0350(49)
Law Enforcement	8010-04 - Traffic Citations/Infractions	LE-0290	Traffic Citation and Infractions Records	3 years	OAR 166-200-0350(76)
Law Enforcement	8010-07 - Driving Under Influence of Intoxicants (DUII) Log	LE-0300	Driving Under the Influence of Intoxicants (DUII) Log	1 year	OAR 166-200-0350(75)
Law Enforcement	8010-05 - Traffic Safety Notices	LE-0310	Traffic Safety Notices	1 year	OAR 166-200-0350(77)
Law Enforcement	8009-04 - Warrant Records 8020-04 - Warrant Records-SERT Case Records	LE-0320	Warrant Records	Until served or recalled by the court	OAR 166-200-0350(8)
Law Enforcement	8007-04 - Block Home Program Records	LE-0330	Block Home Program Records	(a) Approved applications: 2 years after withdrawal from program; (b) Denied applications: 2 years	OAR 166-200-0350(9)
Law Enforcement	8010-01 - Fatal/Potential Fatal Accident Records 8010-03 - Traffic Analysis and Special Investigation Records 8010-08 - Traffic Investigative Unit Accident Records	LE-0340	Traffic Investigation Records	(a) Reports and summaries, retain 10 years; (b) all other records, retain 5 years	OAR 166-200-0365(7)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Law Enforcement	8013-01 - Crime Statistics 8013-02 - Major Crimes Report 8013-03 - General Orders 8013-04 - General Orders-Working/Development Records 8013-05 - Special Orders 8013-06 - Planning and Support Division Project Records 8013-07 - Special Project Records 8014-14 - Staff Projection Records	LE-0350	Planning and Support Records	(a) Annual reports, and monthly reports for years in which no annual report exists, retain permanently; (b) Other reports, retain 2 years. (c) All other records retain as needed	OAR 166-200-0385(12)
Law Enforcement	8007-06 - Elder Crimes Response Records 8007-07 - Senior Locks Program	LE-0360	Elder Crimes and Senior Programs	2 years	State Approval No: 97-00005-0048
	FIN-0120 - Property Disposition Records - Other than Real Property OPS-0060 - Maintenance and Repair Records - Equipment OPS-0070 - Maintenance and Repair Records - Vehicles 2207-14 - War Code Records 4807-01 - Bureau Stores Inventory Records 4810-01 - Capital Asset / Equipment Records 4810-04 - Property Disposal/Transfer Records 4810-05 - Real and Infrastructural Property Records 5001-05 - Equipment Inspections 5001-06 - Maintenance Records (500.36) 5004-01 - Controlled Substance Inventory Log 5004-02 - Controlled Substance Reports 5006-05 - 800 MHz (Megahertz) Radio System Records 5013-04 - Inventory Database 5014-01 - Apparatus Records 5014-02 - Apparatus Database 5014-03 - Fleet Log Records 5014-04 - Replacement Schedule Records 5014-05 - Equipment Repair and Certification Records 5014-07 - Facilities Database Records 5404-07 - Inventory Service Card Records 5404-08 - Master Repair Parts Inventory Database 5404-09 - Spare Parts Inventory 5405-26 - Building Systems Operation and Maintenance Manuals				

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Property Management	5406-05 - Property Acquisition/Disposition Records 5406-06 - Property Appraisal Records 5407-05 - Maintenance Responsibility Records 5408-01 - Fleet/Equipment Inventory Reports 5408-04 - Vehicle History Records 5408-06 - Vehicle Parts Inventory Database 5408-07 - Vehicle Parts Inventory Database 6206-02 - Structure Inventory Records 6207-13 - Meter TRACS Records 6207-14 - Parking Meter Records 6210-01 - Bureau of Maintenance Stores Inventory Records 6211-01 - Vehicle and Equipment Inventories 6211-02 - Vehicle and Equipment Warranties 6211-04 - Parts and Tools Inventory 6211-07 - Equipment Repair Records 7101-04 - Broken Meter Records 7104-03 - Automobile Sales Records 7203-05 - Craft and Supplies Inventory 7206-07 - Parks Acquisition Priority Records 7206-08 - Property Acquisition Records - Working File 7207-01 - Maintenance Management System (MMS) 7207-07 - Inventory Records 7207-09 - Play Equipment Inspection Records 7207-12 - Turf Maintenance Records 7203-06 - Equipment Inventories 7203-07 - Rail Equipment Records 7211-05 - Swimming Pool Water Quality Testing Records 7211-07 - Weight Room Equipment History 8801-12 - Sub Meter Account Records - Meter Records 8825-02 - Property Records - Preservation 9003-01 - Structural Plans and Drawings 9003-02 - Structural Analysis Records 9104-02 - Parking Garage Maintenance: Routine 9104-09(A) - Heliport Maintenance and Inspection Records: FAA Reports 9104-09(B) - Heliport Maintenance: Equipment Maintenance 9104-09(C) - Heliport Maintenance: Helipad Maintenance 9201-12 - Traffic Signal Records 9402-02 - Vibration Analysis Records 9402-11 - WG, Co-Generation Engine Generator Records 9403-02 - Asset Management System (Synergen/SPL) 9605-01 - Backflow Database/Records 9615-01 - Preventative Maintenance Work Order System Records 9615-02 - Vibration Analysis Records and Reports	PMT-0010	Property Records	(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.	OAR 166-200-0340(1); OAR 166-200-0345(12); OAR 166-200-0345(7); OAR 166-200-0345(9); OAR 166-200-0345(7)
Property Management	9007-01 - Right-of-Way Acquisition Records 9007-08 - Right-of-Way Appraisal Records (when property is purchased)	PMT-0020	Right-of-Way Acquisition Records	Permanent	OAR 166-200-0215(11)
Property Management	2004-03 - Annexation Records 9007-03 - Street Vacation Records 9007-04 - Street Vacation Petition Records - Not Returned	PMT-0030	Street Vacations	Permanent	OAR 166-200-0380(14)
Property Management	2004-01 - City Owned Real Property Deeds & Easements 2004-02 - Deed and Easement Index 7206-06 - Parks Property Records 9007-05 - Road Proceedings - Former County Roads 9007-06 - Former County Road Records 9608-01 - Property Records 9608-02 - Water Rights Records	PMT-0040	Deeds to City Owned Land	Permanent	OAR 166-200-0380(4)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Property Management	2004-02 - Deed and Easement Index*	PMT-0050	Easements	Permanent	OAR 166-200-0380(5)
Property Management	9607-01 - Equipment Records 9607-02 - Fleet Sheets 9607-03 - Vehicle and Equipment Specification Records 9607-04 - Tool Records 9607-05 - Replacement Request Records	PMT-0060	Technical Manuals, Specifications, and Warranties	(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	OAR 166-200-0345(22)
Facilities Operations	2206-09(A) - Metro Reports and Comparison Reports - Monthly 2206-09(B) - Metro Reports and Comparison Reports - Weekly 5001-01 - Daily Journals 5014-07 - Facilities Database Records 5406-02 - Long Range Facilities Planning Records 6211-03 - Maintenance Yards Records 7211-03 - Facility Alarm Reports (SONITROL Reports) 7211-05 - Swimming Pool Water Quality Testing Records	FCO-0010	Facility Operations Records	(a) Reports summarizing activities on an annual basis, retain permanently; (b) All other records, retain 2 years	OAR 166-200-0385(5)
Facilities Operations	4005-04 - Building Security Access - Video Tapes 8006-07(A,B) - Video Surveillance Recordings 9002-05 - CCTV Recording System Images (Steel Bridge) 9104-06 - Parking Garage Operations - Security	FCO-0020	Video Surveillance Recordings	(a) 30 days for regular recordings; (b) if used in grievance, investigation, or incident report, retain until the resolution or disposition of the case.	OAR 166-200-0405(5)
Risk Management	7408-05 - Medical Claims Report 8704-02 - Insurance Records	RSK-0010	Insurance Policy 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	OAR 166-200-0265(5)
Risk Management	8209-07 - Property Damage Records 8701-02 - Subrogation Records	RSK-0020	Property Subrogation Records	(a) If litigated, see City Attorney section for retention; (b) If not litigated, retain 3 years after date of last action	OAR 166-200-0390(5)
Risk Management	1602-03 - Workers' Compensation Hearing Records 2013-04 - Disability Claim Records 8702-01 - Workers Compensation Claim Records 8702-02 - Employer at injury Program (EAIP) Records	RSK-0030	Workers' Compensation and Disability Claim Records	(a) For retention of records describing injuries and illnesses, see Employee Medical Records in the Personnel section; (b) All other records, retain 6 years after claim closed or final action	OAR 166-200-0390(6) OAR 436-105-0500 (7)
Risk Management	8003-02 - Claim/Liability Logs 8701-01(a) - Liability Claim Records (Claim Filed) 8701-01(b) - Liability Claim Records (No Claim Filed) 8701-01(c) - Liability Claim Records (Minor Claim)	RSK-0040	Liability Claims Records	(a) If action taken, retain 10 years after case closed, dismissed, or date of last action; (b) If no action taken, retain 3 years	OAR 166-200-0390(2)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Risk Management	1004-19 - Occupational Injury and Illness Reports HUM-0090 - Occupational Injury and Illness Reports 5003-01 - Injury Reports 5003-02 - OSHA 200 Log Reports 5003-03 - OSHA Injury Log Reports 6213-02 - Accident Investigation Records 7210-03 - OSHA Injury Records 8003-04 - OSHA 200 Log Reports	RSK-0050	Occupational Injury and Illness Program Records	6 years	OAR 166-200-0390(4)
Risk Management	HUM-0130 - Safety Program Records - Policies, Plans and Procedures HUM-0140 - Safety Program Records - Reports and Recommendations HUM-0150 - Safety Program Records - Safety Committee Meeting Records 1004-17 (a, b, c, d) - Bureau Safety Program Records - Policies, Plans, Procedures 8003-05 - Safety Tracker Reports 8003-06 - Safety Tracker System 8703-02(a) - Safety Programs: City-Wide Training Records (Significant Program Records) 8703-02(b) - Safety Programs: City-Wide Training Records (Enrollment & Attendance) 9406-01 - Safety Policies, Plans, and Procedures 9406-06 - Safety Reports, Evaluations and Recommendations 9406-07 - Safety Committee Minutes, Exhibits, and Agendas	RSK-0060	Safety Program Records	(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	OAR 166-200-0395(4)
Risk Management	6202-07 - Confined Space Records 9402-07 - Hot Work/Confined Space Permits 9606-10 - Confined Space Records	RSK-0070	Hot Work/Confined Space Records	1 year after expiration	29 CFR1910.146(d)[6]; OR-OSHA 437 2:J1910.146
Risk Management	HUM-0080 - Hazard Communications Program Records 1004-18 - Hazard Communications Program Records 5010-07 - SARA Records/Title III Records 6210-02 - Hazardous Substance Records 6210-03 - Hazardous Substance Waste Disposal Records 7207-16 - Integrated Pest Management (IPM) Records 9011-04 - Hazardous Substance Records 9406-02 - Hazardous Substance Communications Records 9615-06 - Process Safety Management (PSM) Program Records	RSK-0080	Material Safety Data Sheets/Hazard Communications Program Records	75 years after superseded or obsolete	OAR 166-200-0395(1)
Risk Management	ADM-0650 - Risk Survey and Inspection Records: Affecting City Policy ADM-0655 - Risk Survey and Inspection Records: Not Affecting City Policy 6213-01 - Loss Control Data System (LCDS) 6213-03 - Quarterly Inspection Records 6213-04 - Report of Unsafe Conditions 7210-04 - Site Inspection Records 8703-03(a) - Noise Survey (Policy Formation Records) 8703-03(b) - Noise Survey (Routine Administrative Records) 9011-03 - Environmental Assessment Records	RSK-0090	Risk Survey and Inspection Records	(a) Records documenting the formation or change of policy, retain permanently; (b) All other records, retain 5 years	OAR 166-200-0395(3)
Transportation	7101-01 - Citation Records 7101-03 - Timing Records 7101-05 - Parking Patrol Logs 8010-13 - Citation Books Issued Records	TSS-0010	Parking Citation Records	3 years after satisfied, dismissed or deemed uncollectible	OAR 166-200-0290(12)
Transportation	6203-04 - ADA Program Improvement Records 6203-05 - ADA Inventory Records 6204-01 - Pavement Management System (PMS) 6204-05 - Street Rating Records 6207-11 - Pavement Marking Inventory Records 6207-12 - Pavement Marking Survey Records 6204-09 - Test Compliance Records	TSS-0020	Street and Road Condition Inventory Records	5 years after annual audit report issued	OAR 166-200-0345(17)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Transportation	6202-08 - Roadside Maintenance Inventory Records 6203-01 - Sidewalk Inspection Records 6203-02 - Sidewalk Inspection Records - Working Records 6203-03 - Sidewalk Inspection/Repair Cycle Records 6205-03 - Sweeper Dump Records 6205-04 - TAC Cards 6205-05 - Surveys and Public Notification Cards 9013-02 - Transit Mall Repair Records	TSS-0030	Street Maintenance and Repair Records	(a) Records requiring engineering stamps, retain 10 years after substantial completion; (b) All other records, retain 2 years	OAR 166-200-0345(18)
Transportation	6207-09 - Street Light System Records 9202-03 - Section Maps 9202-04 - Annexation Maps	TSS-0040	Streetlight Inventory Records	Until superseded or obsolete	OAR 166-200-0345(20)
Transportation	6207-05 - Daily Signal Response and Main Activity Log 6207-06 - Signal Inspection Records 6207-07 - Signal Relamp Records 6207-08 - Signal Wiring Records 9201-13 - Event Logs	TSS-0050	Traffic Control Equipment Maintenance Records	(a) Traffic signal records, retain 2 years after equipment permanently removed from service; (b) Traffic sign records, retain 2 years	OAR 166-200-0345(23)
Transportation	6207-02 - Street Name Sign List 9201-01 - Traffic Control Inventories 9201-04 - Traffic Requests: Inventory, Location, Placement	TSS-0060	Traffic Control Equipment Inventory Records	2 years after superseded or obsolete	OAR 166-200-0365(8)
Transportation	8010-03 - Traffic Analysis and Special Investigation Records 9002-04 - Pedestrian Safety Records 9201-08 - Traffic Safety Data Records - Data Analysis 9203-03 - Traffic Investigations 9002-04 - Pedestrian Safety Records	TSS-0070	Traffic Accident/Safety Analysis	(a) Reports and summaries, retain 10 years; (b) All other records, retain 5 years	OAR 166-200-0365(7)
Transportation	9002-03 - Neighborhood Needs Records 9101-08 - Miscellaneous Research Records 9201-07 - Traffic Research Records - Raw Data 9204-06 - Petition Records 9204-07 - Project Request Lists 9205-06(a) - Bicycle and Pedestrian Traffic Research and Study Records: Reports and Summaries 9205-06(b) - Bicycle and Pedestrian Traffic Research and Study Records: Background Information	TSS-0080	Traffic Research and Study Records	(a) Reports and summaries, retain 10 years; (b) All other records, retain until information is summarized or obsolete	OAR 166-200-0365(9)
Water Services	9604-08 - Backflow Prevention Device Inspection Reports 9605-01 - Backflow Database/Records 9605-02 - Backflow Test Records 9605-03 - State Health Division Backflow Reports 9402-08 - Backflow Prevention Records	WTR-0010	Backflow Prevention Device Records	10 years	OAR 166-200-0345(1)
Water Services	9606-12 - Water Meter Records 9606-13 - Water Meter Test Records	WTR-0020	Utility Meter Installation, Maintenance, and Repair Records	5 years	OAR 166-200-0345(24)
Water Services	9606-02 - Work Order/Service Order Records 9606-04 - Interstate Cards and Indexes 9606-16 - Out of Service Hydrant Logs 9609-09 - Service and Hydrant Sampling Station Records 9613-06 - Conduit Description Records 9614-06 - Supervisory Control and Data Acquisition Records	WTR-0030	Water (Hydrant, Valve, Line) Installation, Maintenance, and Repair Records	(a) Location, specification, and all records requiring an engineering stamp, retain 2 years after asset permanently removed from service; (b) All other maintenance and repair records, retain 2 years.	166-200-0345(10), (25), (26)

Records Group	Old Schedule Number and Title	New Schedule Number	New Schedule Title	Retention - City	Authority
Water Services	5901-07 - Project Operations Records 8817-05 - HYDRA (Hydrological) System Records 8818-01 - HYDRA (Hydrological) Data 9612-02 - Bull Run Watershed Management Records (Federal) 9612-14 - Bull Run Management Records (City) 9613-01 - Daily Monitoring Records 9613-02 - Daily Operating Records 9613-03 - Watershed Recordings 9613-05 - Headworks Daily Report 9613-09 - Dam Safety Records	WTR-0040	Bull Run Watershed Management Records	(a) Annual reports and significant records, retain permanently; (b) All other records, retain 5 years	OAR 166-200-0360(8)
Water Services	9612-04 - Well Records 9612-05 - Well Head Protection Records 9614-01 - Automated Data Acquisition System Records	WTR-0050	Well Records	(a) Annual reports and significant records, retain permanently; (b) All other records, retain 5 years	OAR 166-200-0360(8)
Water Services	9605-04 - Regulatory Reports 9605-05 - Regulatory Review Records	WTR-0060	Regulatory Reports	(a) Reports, retain permanently; (b) All other records, retain 5 years	OAR 166-200-0370(5)
Water Services	7211-06 - Pools Monitoring System 9610-01 - Customer Complaint Records	WTR-0070	Water Quality Complaint Records	3 years after last action	OAR 166-200-0370(7)
Water Services	9610-02 - Water Quality Summary Record 9611-01 - Raw Data Records 9611-02 - Contract Lab Records 9401-05 - Strip and Circle Chart Records	WTR-0080	Water Bacteriological Quality Analysis Reports	5 years	OAR 166-200-0385(22)
Water Services	9615-04 - Chemical Reports	WTR-0090	Water Chemical and Radiological Analysis Reports	10 years	OAR 166-200-0385(23)
Water Services	9614-09 - Forecast Monitoring (Hydrological) Records 7207-10 - Utility Records	WTR-0100	Water Consumption Reports	(a) Annual reports, retain permanently; (b) Information summarized in annual report, retain 1 year; (c) Information not summarized in annual report, retain 10 years	OAR 166-200-0385(24)
Water Services	9611-01 - Raw Data Records*	WTR-0110	Water Turbidity Reports	10 years	OAR 166-200-0385(25)