

Preface to the General Record Retention Schedule

Purpose

The general retention schedule establishes a timetable (retention period) for a record's life cycle, and provides authorization for a record's ultimate disposition. A record's ultimate disposition is either destruction or permanent preservation.

The retention period is established based upon a record's administrative, fiscal, legal, historic and research value.

All City employees have the responsibility to preserve and maintain the records related to their work activities according to the applicable record retention schedule.

In the event of anticipated or pending litigation, City employees must not destroy any records that may be related to the subject of the litigation, even if the retention schedule indicates the retention period has expired. Please consult the City Attorney's Office for information on recordkeeping responsibilities in the event of litigation.

When to Use the General Schedule

The City of Portland record retention schedule consists of the General Schedule and Bureau-specific schedules. The General Schedule covers records that are commonly in use by almost all City agencies. The Bureau-specific schedules cover records that are related to specialized functions of individual City bureaus, offices or agencies.

Employees should become familiar with both the General Schedule and their Bureau-specific schedule. To determine the proper retention for a record, employees should first consult their Bureau-specific schedule; if the record is not listed there, then they should look to the General Schedule.

If described records appear to belong to a record series in both the General and Bureau-specific schedules, the two retention periods should match; but if not, the longer retention period should be followed. If an office possesses records that it believes have historical significance, but the retention schedule does not indicate permanent or historical value, contact Archives/Records Management for guidance. Please bring any retention schedule questions or inconsistencies to the attention of Archives/Records Management.

Definitions and Elements of the General Schedule

Archives – records documenting the history of the City, including significant policies, projects and activities. These records act as evidence of the operations and actions of the City and also provide important social and political history.

Authority – the Oregon Administrative Rule or other regulation or statute that is the legal basis for the City's retention period.¹

Confidential – some records should be treated confidentially to protect the privacy, safety or rights of individuals or the City. A record designated as confidential in the retention schedule does not necessarily mean that it is exempt from disclosure in a public records request. Consult bureau policies or the City Attorney before releasing records that may be confidential.

Convenience Copy – a copy of a record maintained for ease of access and reference. See **Record Copy**

Description – a description of the types of records or functions associated with that **record series**. The description is not exhaustive – staff should use judgment in deciding which category a certain record belongs to.

Office of Record – bureau or office responsible for maintaining the City's **record copy** for the entire **retention period**. In cases where a specific bureau is mentioned as the office of record, that means that copies of the record that exist elsewhere can be retained as needed². When the office of record is listed as Originating Office/Bureau that means that the individual office responsible for the activity within the bureau that created the record must retain it for the entire retention period.

PARC – Portland Archives and Records Center

Record – For the purposes of retention a public record is defined by Oregon Revised Statutes (ORS) 192.005(5):

(5) "Public record"

¹ The City's retention period may sometimes be longer, but must not be shorter than the retention period prescribed in the cited authority.

² PARC will only store records that come from the office of record and will not store "retain as needed" records.

- (a) Means any information that:
 - (A) Is prepared, owned, used or retained by a state agency or political subdivision;
 - (B) Relates to an activity, transaction or function of a state agency or political subdivision;
 - and
 - (C) Is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the state agency or political subdivision.

Record Copy – the single copy of a record, often the original, which is designated as the official copy to be preserved for the entire retention period.³ Only the record copy needs to be retained for the full retention period. Other copies, called “convenience copies” should be retained only as long as they have immediate value. In some cases the record copy may be an electronic or digital file.

Record Series – The individual categories in the records retention schedule. Each category represents a collection of files, documents or electronically stored information kept together (either physically or intellectually) because it relates to a particular subject or function, results from the same activity, documents a specific type of transaction or has some other relationship arising out of its creation, receipt, maintenance, or use.

Schedule Number – the schedule number is the alphanumeric code assigned to each **record series**. The schedule number is used when sending records to the Archives and Records Center (PARC).

Retention Notes – additional information related to the retention requirements

Retention Period – The length of time the **record copy** must be retained by the **Office of Record** to meet requirements based on its administrative, fiscal, legal, or historic value.

Vital Records – records which are essential to the continued functioning or reconstitution of an agency during and after an emergency; and also those records which are essential to protect the rights and interests of that agency and of the individuals directly affected by its actions. The office of record must ensure that vital records will survive a disaster and that appropriate records are readily available during an emergency or in the period immediately following a disaster.

Sample Schedule Entries

| | | | |
|---|---|---|---|
| GEN-ADM-0460 Policy Statements and Directives | | | |
| <i>Description</i> | Administrative and legislative review, assessment, and development of the City's purpose and procedural policy. Often includes bulletins and advisories issued by the mayor or council, mission and goal statements, and finalized policy statements and directives. Includes Portland Policy Documents. SEE ALSO: Manuals: Policy and Procedure. | | |
| <i>Office of Record*</i> | Office of the City Auditor for Portland Policy Documents; Originating Office/Bureau for other policy documents | | |
| <i>Retention period for Office of Record copy</i> | | <i>Retention Notes</i> | |
| Permanent | | City Archives must be consulted about the preservation of permanent records | |
| <i>Confidential?</i> | No | <i>Authority</i> | OAR 166-200-0135[16] <i>Is this a vital record?*</i> Yes |
| GEN-ADM-0470 Postal and Delivery Service Records | | | |
| <i>Description</i> | Records document transactions with the U.S. Postal Service and private carriers. Includes postage meter records, receipts for registered and certified mail, insured mail, special delivery receipts and forms, loss reports, and related items. | | |
| <i>Office of Record*</i> | Originating Office/Bureau | | |
| <i>Retention period for Office of Record copy</i> | | <i>Retention Notes</i> | |
| 3 years | | | |
| <i>Confidential?</i> | No | <i>Authority</i> | OAR 166-200-0010[23] <i>Is this a vital record?*</i> No |

³ PARC will only store the **record copy** and will not store convenience copies.

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City of Portland General Retention Schedule

Administrative and Legislative Records

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|---|--|------------------|------------------------|---|----|
| ADM-0010 | Activity and Room Scheduling and Reservation Records | | | | |
| Description | Records document scheduling and reservations related to public participation in and use of various City facilities, activities, events, classes, and meeting rooms. Includes schedules, logs, lists, requests, and similar records. SEE ALSO: Rental and Loan Records; and Seminar, Conference, Workshop and Event Records - City -Sponsored. | | | | |
| Office of Record* | Originating Office/Bureau | | | | |
| Retention period for Office of Record copy | 1 year | | Retention Notes | | |
| Confidential? | No | Authority | OAR 166-200-0010[1] | Is this a vital record?* | No |
| ADM-0020 | Appointment Records - Boards, Commissions, Committees | | | | |
| Description | Appointments made by the City to committees, boards, commissions, task forces, and other advisory groups. Often includes applications, interview notes, resumes, staff reports, letters of recommendation, letters of appointment, and related non-routine correspondence. | | | | |
| Office of Record* | Office/Bureau responsible for overseeing board, commission or committee | | | | |
| Retention period for Office of Record copy | If appointed, retain 6 years after separation; if not appointed, retain 1 year | | Retention Notes | Subject to review by the City Archives prior to destruction. | |
| Confidential? | No | Authority | OAR 166-200-0070[1] | Is this a vital record?* | No |
| ADM-0030 | Calendars and Notes - City Staff | | | | |
| Description | Records documenting and facilitating planning, scheduling, and similar actions related to meetings, appointments, trips, visits, and other activities of City staff. Includes calendars, appointment books, notes, telephone messages, diaries, and similar records. Depending on content, some telephone messages and similar records may merit inclusion in related program or project files. NOTE: Information recorded in a personal day planner or personal electronic device may be a public record under ORS Chapter 192. | | | | |
| Office of Record* | Originating Office/Bureau | | | | |
| Retention period for Office of Record copy | 1 year | | Retention Notes | | |
| Confidential? | No | Authority | OAR 166-200-0010[7] | Is this a vital record?* | No |
| ADM-0040 | Calendars and Notes - Elected Officials and Bureau Heads | | | | |
| Description | Records documenting and facilitating routine planning, scheduling, and similar actions related to meetings, appointments, trips, visits, and other activities of elected officials and bureau heads. Includes calendars, appointment books, notes, telephone messages, diaries, and similar records. Depending on content, some telephone messages and similar records may merit inclusion in related program or project files. NOTE: Information recorded in a personal day planner or personal electronic device may be a public record under ORS Chapter 192. | | | | |
| Office of Record* | Originating Office/Bureau | | | | |
| Retention period for Office of Record copy | Permanent | | Retention Notes | City Archives must be consulted about the preservation of permanent records | |
| Confidential? | No | Authority | OAR 166-200-0010[7] | Is this a vital record?* | No |

Administrative and Legislative Records

ADM-0050

Citizen Awards

Description

Awards presented by the City to honor volunteers or other citizens for civic contributions. May include award nominations, award certificates, presentation or ceremony records and photographs, lists of past recipients, and related records.

*Office of Record** Originating Office/Bureau

Retention period for Office of Record copy

6 years

Retention Notes

Subject to review by the City Archives prior to destruction.

Confidential? No

Authority OAR 166-200-0070[2]

*Is this a vital record?** No

ADM-0060

City Council Ordinance, Resolution, Work Session and Report Records - Bureau Submissions

Description

Reports, studies and other records submitted by a bureau to inform actions to be considered as part of the City Council agenda or at a Council work session or other session that appears on the Notable Meetings calendar. Submissions should comply with Council Clerk's Office administrative rules for filing.

*Office of Record** Originating Office/Bureau (see Retention Notes)

Retention period for Office of Record copy

see Retention Notes

Retention Notes

Auditor's Office retains records that are filed with the Council Clerk's Office. Other background records and correspondence that do not directly support the decision-making process should be retained by the originating office/bureau for 5 years. See Reports for retention of other bureau reports and studies.

Confidential? No

Authority OAR 166-200-0135[5]

*Is this a vital record?** No

ADM-0065

Communication Logs

Description

Logs document communications made or received through a variety of electronic devices, including but not limited to telephone, smart phone, facsimile (fax), radio, computer-aided dispatch, pager, and teletype, AND are not otherwise specified in the city general records retention schedule. Logged information may include time, date and disposition of communication, name of caller, number called or received, and action taken.

*Office of Record** Originating Office/Bureau

Retention period for Office of Record copy

1 year

Retention Notes

Confidential? No

Authority OAR 166-200-0010[5]

*Is this a vital record?** No

Administrative and Legislative Records

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|---|--|------------------------|---|
| ADM-0070 | Contracts and Agreements - General | | |
| Description | Bureau copies of contracts and agreements to acquire or provide services, equipment, or maintenance. This series also covers written agreements or memos of understanding that are not covered specifically elsewhere in the City Retention Schedule. Records document the terms and conditions of contracts and agreements between the City and private companies and individuals or other government agencies. Records may include contracts, exhibits, bid documents, change orders and amendments, and related correspondence. Information in contracts usually includes contract number, certificate of required insurance, dates, terms, parties involved, period covered, and signatures. See Retention Notes for additional information. | | |
| Office of Record* | See Retention Notes | | |
| Retention period for Office of Record copy | 6 years after expiration | Retention Notes | City Auditor is the office of record for executed contracts and supporting documentation. The originating City bureau or office is responsible for retaining correspondence and other records related to the management of the contract. Bureau is responsible for maintaining records of agreements that are not filed with the Auditor's Office. Coordinate with Auditor's Office to determine retention responsibilities. Note: Collective bargaining contract records and correspondence have a retention period of 75 years after contract expires; construction contract records and correspondence have a retention period of 10 years after substantial completion as defined by ORS 12.135(3). |
| Confidential? | No | Authority | OAR 166-200-0135[4] Is this a vital record?* No |
| ADM-0080 | Copier and Fax Machine Usage Reports | | |
| Description | Records document facsimile machine and copier transactions of the City. Reports may be used for billing purposes. Information includes date and time fax transmitted or received, recipient/sender fax number as well as information related to copier usage. | | |
| Office of Record* | Originating Office/Bureau | | |
| Retention period for Office of Record copy | Retain if used for billing 3 years; retain if not used for billing 1 year | Retention Notes | |
| Confidential? | No | Authority | OAR 166-200-0010[9] Is this a vital record?* No |
| ADM-0090 | Correspondence - City Staff (includes e-Mail) | | |
| Description | Records that: 1. document communications created or received by City staff; 2. relate to an activity, transaction or function for which the employee has recordkeeping responsibility; AND 3. are necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the City. | | |
| Office of Record* | Office/Bureau responsible for the function or activity to which the correspondence relates. | | |
| Retention period for Office of Record copy | Follow the record retention requirements for the function or activity to which the correspondence relates. | Retention Notes | Correspondence that has no relation to staff member's areas of responsibility or that is a copy of correspondence retained officially elsewhere can be retained as needed. |
| Confidential? | No | Authority | OAR 166-200-0010[6] Is this a vital record?* No |

Administrative and Legislative Records

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|---|---|
| ADM-0100 | Correspondence - Elected Officials and Bureau Directors (includes e-mail) |
| <i>Description</i> | Records that: 1. document communications created or received by the elected official or office/bureau director, or staff authorized to respond on their behalf; 2. directly relate to the responsibilities or actions of the elected official or director; AND 3. are necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the City. |
| <i>Office of Record*</i> | Office of the elected official or bureau director |
| <i>Retention period for Office of Record copy</i> | <i>Retention Notes</i> |
| Permanent | Correspondence that has no relation to the official's areas of responsibility or that is a copy of correspondence retained officially elsewhere can be retained as needed. City Archives must be consulted about the preservation of permanent records. |
| <i>Confidential?</i> No | <i>Authority</i> OAR 166-200-0010[6] <i>Is this a vital record?*</i> Yes |
| ADM-0110 | Emergency and Disaster Preparedness Planning and Recovery Records |
| <i>Description</i> | Records document plans and procedures for the continuity of City government in the event that a major disaster destroys or compromises the operations of the City. Components of a recovery plan include but are not limited to physical plant repair and restoration; equipment restoration; electronic data restoration including steps to reload data, recover data, reconnect networks, and reestablish telephone connections; essential records protection; and related procedures and needs dealing with risk management, public relations, and financial issues. |
| <i>Office of Record*</i> | City-wide plans: Office of Emergency Management; individual agency plans: originating Office/Bureau |
| <i>Retention period for Office of Record copy</i> | <i>Retention Notes</i> |
| Until superseded or obsolete | Subject to review by the City Archives prior to destruction |
| <i>Confidential?</i> Yes | <i>Authority</i> OAR 166-200-0030[3] <i>Is this a vital record?*</i> Yes |
| ADM-0120 | Equipment Issued Records |
| <i>Description</i> | Records document equipment issued to city personnel. Items include but are not limited to keys, uniforms, personal protective equipment, and lockers. May include inventories, optional equipment lists, data sheets, and other records. Information often includes date, employee name, number, and section, description of equipment, and related data. |
| <i>Office of Record*</i> | Originating Office/Bureau |
| <i>Retention period for Office of Record copy</i> | <i>Retention Notes</i> |
| Until superseded or obsolete | |
| <i>Confidential?</i> No | <i>Authority</i> OAR 166-200-0100[23] <i>Is this a vital record?*</i> No |
| ADM-0130 | Filing System Records |
| <i>Description</i> | Records document the establishment, maintenance, alteration, or abolition of City or individual office/bureau central filing systems. |
| <i>Office of Record*</i> | Originating Office/Bureau |
| <i>Retention period for Office of Record copy</i> | <i>Retention Notes</i> |
| 5 years after superseded or abolished | |
| <i>Confidential?</i> No | <i>Authority</i> OAR 166-200-0060[5] <i>Is this a vital record?*</i> No |

Administrative and Legislative Records

ADM-0140

Gift and Contribution Records - Conditional

Description

Records documenting gifts and contributions to the city made with conditions attached. May include memorial donation records related to money to be used by the city in the name of an individual. Often contains donor and acknowledgment letters, acquisition lists itemizing purchases made with contributed money (books, art, equipment, etc.), checks, receipts, and related records. For retention of records related to contributions for elected officials, see City Elections section under Auditor's Office.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy

6 years after expiration of any conditions stated in agreement with donor

Retention Notes

Confidential? No

Authority OAR 166-200-0050[16]; OAR 166-200-0135[4]

Is this a vital record?* No

ADM-0150

Gift and Contribution Records - Unconditional

Description

Records document gifts and contributions to the city made with no conditions attached. May include memorial donation records related to money to be used by the city in the name of an individual. Often contains donor and acknowledgment letters, acquisition lists itemizing purchases made with contributed money (books, art, equipment, etc.), checks, receipts, and related records.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy

3 years

Retention Notes

Confidential? No

Authority OAR 166-200-0050[16]

Is this a vital record?* No

ADM-0160

Grant Records - Application, Administration and Tracking

Description

Records document the application, evaluation, awarding, administration, monitoring, and status of grants in which the City is the recipient, grantor, allocator, or administrator. Grants may come from federal or state governments or foundation and other private funding sources. Records may include but are not limited to applications including project proposals, periodic summaries, objectives, activities, budgets, exhibits, and award notification; grant evaluation records and recommendations concerning grant applications; grant administration records including periodic progress reports, budgets, project objectives, proposals, and summaries; records document allocation of funds; records monitoring project plans and measuring achievement; equipment inventories; financial and payroll reports, accounting records, audit reports, expenditure reports, and related correspondence and documentation.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy

10 years after annual or final expenditure report submitted and approved or, as specified in agreement, whichever is longer; retain records documenting the purchase and/or disposal of real property 10 years after substantial completion (as defined by ORS 12.135(3)), or 10 years after final disposition, or as specified in agreement, whichever is longer.

Retention Notes

Confidential? No

Authority OAR 166-200-0050[17]

Is this a vital record?* No

Administrative and Legislative Records

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|---|---|------------------|------------------------|---|
| ADM-0170 | Grant Records - Historically Significant | | | |
| <i>Description</i> | This schedule is intended for highly significant grants that the bureau deems to have permanent historical value. May include any administrative or financial records or reports that capture the significance to the City. | | | |
| <i>Office of Record*</i> | Originating Office/Bureau | | | |
| <i>Retention period for Office of Record copy</i> | Permanent | | <i>Retention Notes</i> | City Archives must be consulted about the preservation of permanent records |
| <i>Confidential?</i> | No | <i>Authority</i> | OAR 166-200-0050[17] | <i>Is this a vital record?*</i> No |
| ADM-0180 | Grant Records - Unsuccessful Applications | | | |
| <i>Description</i> | Records related to applications for grants that were not awarded. | | | |
| <i>Office of Record*</i> | Originating Office/Bureau | | | |
| <i>Retention period for Office of Record copy</i> | 1 year after rejection or withdrawal | | <i>Retention Notes</i> | |
| <i>Confidential?</i> | No | <i>Authority</i> | OAR 166-200-0050[17] | <i>Is this a vital record?*</i> No |
| ADM-0190 | Hazardous Materials Incident Records | | | |
| <i>Description</i> | Records document city response to hazardous material emergencies. Subjects usually pertain to spills and other accidental releases. Includes reports, complaints, and similar documents. Information often includes location, date and time, type of pollutant, extent of pollution, cause, action taken, person reporting pollution, witnesses, related injuries, name and address of responsible party and related data. SEE ALSO: Employee Hazard Exposure Records in Human Resources section. | | | |
| <i>Office of Record*</i> | Originating Office/Bureau | | | |
| <i>Retention period for Office of Record copy</i> | Permanent | | <i>Retention Notes</i> | City Archives must be consulted about the preservation of permanent records |
| <i>Confidential?</i> | No | <i>Authority</i> | OAR 166-200-0055[16] | <i>Is this a vital record?*</i> Yes |
| ADM-0200 | Index / Finding Aid Records | | | |
| <i>Description</i> | Records created to facilitate the location and retrieval of information, files and physical objects. | | | |
| <i>Office of Record*</i> | Originating Office/Bureau | | | |
| <i>Retention period for Office of Record copy</i> | Until superseded or obsolete | | <i>Retention Notes</i> | Subject to review by the City Archives prior to destruction. |
| <i>Confidential?</i> | No | <i>Authority</i> | OAR 166-200-0010[10] | <i>Is this a vital record?*</i> No |
| ADM-0210 | Injury Reports, Public Use | | | |
| <i>Description</i> | Records document injuries sustained by non-employees on City property such as parks, swimming pools, libraries, and senior centers. Information usually includes date, time, location, and description of injury, name, address, phone number, sex, and age of injured person, witnesses, date reported, and related data. | | | |
| <i>Office of Record*</i> | Originating Office/Bureau | | | |
| <i>Retention period for Office of Record copy</i> | If claim filed, forward all records to Risk Management Division. If no claim filed, retain 3 years | | <i>Retention Notes</i> | |
| <i>Confidential?</i> | Yes | <i>Authority</i> | OAR 166-200-0140[5] | <i>Is this a vital record?*</i> No |

Administrative and Legislative Records

| | |
|--|---|
| ADM-0220 | Internal Audit Records - Bureau Responses to City Auditor |
| <i>Description</i> | Formal bureau responses to audit findings of the City's Audit Services Division. |
| <i>Office of Record*</i> | Office of the City Auditor |
| <i>Retention period for Office of Record copy</i> | <i>Retention Notes</i> |
| Retain as needed | Since the responses are captured in the final audit report, bureaus do not need to retain them |
| <i>Confidential?</i> No | <i>Authority</i> OAR 166-200-0010[11] <i>Is this a vital record?*</i> No |
| ADM-0230 | Key and Keycard Records |
| <i>Description</i> | Records document the issuance of keys and keycards to City staff to enable access to buildings and sites. Records may include but are not limited to key inventories, key issue forms, key replacement records, and key disposal records. |
| <i>Office of Record*</i> | Issuing Office/Bureau |
| <i>Retention period for Office of Record copy</i> | <i>Retention Notes</i> |
| 2 years after key or keycard is turned in or deactivated | |
| <i>Confidential?</i> No | <i>Authority</i> OAR 166-200-0010[12] <i>Is this a vital record?*</i> Yes |
| ADM-0240 | Legislative Issues Records |
| <i>Description</i> | Records monitoring federal or state legislation affecting the City. Used to develop official positions and lobbying strategies for pending legislation. Also used for reference. Typically includes copies of bills, reports, position papers, impact statements, meeting notes, and related correspondence. |
| <i>Office of Record*</i> | Originating Office/Bureau |
| <i>Retention period for Office of Record copy</i> | <i>Retention Notes</i> |
| 4 years | Subject to review by the City Archives prior to destruction. |
| <i>Confidential?</i> No | <i>Authority</i> OAR 166-200-0070[3] <i>Is this a vital record?*</i> No |
| ADM-0250 | Liability Waivers |
| <i>Description</i> | Records document the release of the City from liability related to various activities that include citizen involvement. Examples include but are not limited to riding in fire, police or emergency medical services vehicles; participating in City sponsored runs or other activities such as recreational classes and field trips or events that involve bicycling, canoeing, kayaking, tennis, basketball etc. Information usually includes release terms, date, signatures, and related information. |
| <i>Office of Record*</i> | Originating Office/Bureau |
| <i>Retention period for Office of Record copy</i> | <i>Retention Notes</i> |
| 3 years | |
| <i>Confidential?</i> Yes | <i>Authority</i> OAR 166-200-0140[8] <i>Is this a vital record?*</i> Yes |

Administrative and Legislative Records

ADM-0260

Lien Support Records

Description

Bureau background records related to liens issued by the city to collect for unpaid assessments or services. Examples of services may include but are not limited to enhancements associated with local and special improvement districts or nuisance abatements. Information usually includes notice to property owner, copies of bills, description of property, amount of assessment, and payments made. Bureaus must coordinate with Auditor's Office to ensure that documentation of the issue that precipitated the original assessment that underlies the lien is not prematurely destroyed.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy

3 years after lien paid in full

Retention Notes

Confidential?

No

Authority OAR 166-200-0135[11]

Is this a vital record?*

Yes

ADM-0270

Lost and Found Property Records

Description

Records document city receipt and maintenance of lost and found or abandoned property such as money, bicycles, automobiles, and other items not related to a crime. Includes receipts, inventory lists, destruction logs, property reports, and related records.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy

2 years after disposition

Retention Notes

Confidential?

No

Authority OAR 166-200-0100[45]

Is this a vital record?*

No

ADM-0280

Mailing Lists

Description

Lists compiled to facilitate billing, community outreach, and other functions in the City. Information usually includes name of individual or group, address, name and title of contact person, phone number, comments, and similar data.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy

Until superseded or obsolete

Retention Notes

Confidential?

No

Authority OAR 166-200-0010[14]

Is this a vital record?*

No

ADM-0290

Manuals - Clerical and Routine Office

Description

Routine documentation and basic clerical instructional procedures covering such subjects as formatting communications, data entry procedures, telephone and e-mail etiquette, and others. SEE ALSO: Manuals - Policy and Procedure in this section and Technical Manuals, Owners Manuals, Specifications in the Operations and Maintenance section.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy

2 years after superseded or obsolete

Retention Notes

Subject to review by the City Archives prior to destruction.

Confidential?

No

Authority OAR 166-200-0135[15]

Is this a vital record?*

No

Administrative and Legislative Records

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|--|--|------------------|--|
| ADM-0300 | Manuals - Policy and Procedure | | |
| Description | Written instructions, rules, and guidelines in manual form documenting current and past authorized City policies and procedures. Used for new employee orientation and for ongoing reference. Also useful in establishing past policies or procedures in liability cases, personnel disputes, and other instances. Includes manuals documenting the procedures of departments with higher risk or exposure to liability such as police, fire, emergency medical services, public works, etc. Information often includes policy and procedure numbers, revision dates, subject identification, narrative description, authorization information, and effective date. The retention period applies only to City-generated manuals. Manuals from other sources should be retained as needed or as mandated by a specific regulating body (federal or state agency, etc.), usually until superseded or obsolete. Consult City Auditor for guidelines on what should be submitted to Portland Policy Documents. SEE ALSO: Policy Statements and Directives; and Manuals: Clerical and Routine Office in this section. | | |
| Office of Record* | Originating Office/Bureau | | |
| Retention period for Office of Record copy | | | Retention Notes |
| Permanent | | | Transfer 1 copy to City Archives for permanent retention; retain extra copies as needed |
| Confidential? | No | Authority | OAR 166-200-0135[15] Is this a vital record?* Yes |
| ADM-0310 | Master Plans | | |
| Description | Records document the present and projected needs of the city for water, sewer, storm drainage, street, bike path, and other systems. Often includes an implementation schedule for construction. Records often include plans, reports, evaluations, cost analyses, drawings, and related documents. Subjects may include rates, inventory evaluations, system rehabilitation or replacement, distribution of services, and others. | | |
| Office of Record* | Office/Bureau responsible for plan | | |
| Retention period for Office of Record copy | | | Retention Notes |
| Permanent | | | City Archives must be consulted about the preservation of permanent records |
| Confidential? | No | Authority | OAR 166-200-0105[6] Is this a vital record?* No |
| ADM-0320 | Meeting Records, Board, Commission, and Committee - Audio or Visual Recordings | | |
| Description | Audio, video or digital recordings of the proceedings of any regularly scheduled, special, work session, executive session or emergency meeting of City boards, commissions, task forces, committees, advisory councils, and other similar groups, as described in Oregon's Public Meetings Law (ORS 192.610 to 192.710). | | |
| Office of Record* | Originating Board, Commission or Committee | | |
| Retention period for Office of Record copy | | | Retention Notes |
| 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. | | | Subject to review by the City Archives prior to destruction. Consult Archives about long term preservation of audio, visual or digital recordings. |
| Confidential? | No | Authority | OAR 166-200-0010[15] Is this a vital record?* No |

Administrative and Legislative Records

ADM-0330 Meeting Records, Board, Commission, and Committee - Executive Session Minutes

Description Records document the executive session proceedings of City boards, commissions, task forces, committees, advisory councils, and other similar groups, as described in Oregon's Public Meetings Law (ORS 192.610 to 192.710). Records may include minutes, agendas, exhibits, resolutions, staff reports, indexes, petitions, correspondence, and related documentation.

Office of Record* Originating Board, Commission or Committee

Retention period for Office of Record copy

10 years

Retention Notes

Subject to review by the City Archives prior to destruction.

Confidential? Yes

Authority OAR 166-200-0010[15]

Is this a vital record?* No

ADM-0340 Meeting Records, Board, Commission, and Committee - Minutes (except executive session minutes), Agendas, Resolutions, Indexes, and Exhibits

Description Records document the proceedings of City boards, commissions, task forces, committees, advisory councils, and other similar groups, as described in Oregon's Public Meetings Law (ORS 192.610 to 192.710). Records may include minutes, agendas, exhibits, resolutions, staff reports, indexes, petitions, correspondence, and related documentation.

Office of Record* Originating Board, Commission or Committee

Retention period for Office of Record copy

Permanent

Retention Notes

City Archives must be consulted about the preservation of permanent records

Confidential? No

Authority OAR 166-200-0010[15]

Is this a vital record?* Yes

ADM-0350 Meeting Records, Board, Commission, and Committee - Records and Exhibits not pertinent to minutes

Description Routine administrative records related to the proceedings of City boards, commissions, task forces, committees, advisory councils, and other similar groups, as described in Oregon's Public Meetings Law (ORS 192.610 to 192.710).

Office of Record* Originating Board, Commission or Committee

Retention period for Office of Record copy

5 years

Retention Notes

Subject to review by the City Archives prior to destruction

Confidential? No

Authority OAR 166-200-0010[15]

Is this a vital record?* No

ADM-0360 Meeting Records, City Staff

Description Records document meetings within City government, which are not subject to Oregon's Public Meetings Law (ORS 192.610 to 192.710). These routine staff meetings deal with tasks and actions within existing policies and procedures. Records may include minutes, notes, reports, and related items. Some records may merit inclusion in other record series with longer minimum retention periods if the subject matter of the meeting adds significant information to that series.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy

2 years

Retention Notes

Confidential? No

Authority OAR 166-200-0010[17]

Is this a vital record?* No

Administrative and Legislative Records

ADM-0370

Mitigation Program Records

Description

Records document the establishment and maintenance of the City mitigation programs, plans, and procedures. Records may include environmental mitigation plans and strategies, policies, procedures, seismic surveys and structural upgrade records of City facilities, as well as project reports, hazard mitigation grant records, and related documentation.

Office of Record* Originating Office/Bureau (see Retention Notes)

Retention period for Office of Record copy

Permanent

Retention Notes

Bureaus must coordinate with Portland Bureau of Emergency Management to determine which records are to be retained by PBEM and which are to be retained by individual bureaus. City Archives must be consulted about the preservation of permanent records

Confidential? No

Authority OAR 166-200-0010[18]

Is this a vital record?* Yes

ADM-0380

Notary Public Log Book

Description

Records document the notarial transactions completed by a notary public employed by the city. Bureaus may retain log books by agreement with the notary public after their separation from City employment. Bureaus retaining notary public log books without notary agreements should consult the City Attorney and/or the Secretary of State, Corporation Division for retention instruction. If an agreement exists the same retention applies to the agreement document.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy

10 years after date of commission expiration

Retention Notes

Confidential? No

Authority OAR 166-200-0235[7]

Is this a vital record?* No

ADM-0390

Office Space, Equipment and Furnishing Records

Description

Records related to activities associated with the configuration of office space, and maintenance and repair of office equipment and furniture.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy

2 years after superseded for space plans; 2 years after disposition for equipment and furniture

Retention Notes

For office space projects that require an engineering stamp, see Maintenance and Operations section

Confidential? No

Authority OAR 166-200-0110[3]; OAR 166-200-0110[7]

Is this a vital record?* No

ADM-0400

Organizational Structure Records

Description

Records document the arrangement and administrative structure of the City government. May include charts, statements, studies, and similar records. Includes studies to determine the merit and feasibility of reorganization plans, as well as other major studies related to the city's administrative hierarchy.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy

Permanent

Retention Notes

City Archives must be consulted about the preservation of permanent records

Confidential? No

Authority OAR 166-200-0010[21]

Is this a vital record?* No

Administrative and Legislative Records

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|---|---|------------------|------------------------|---|
| ADM-0410 | Permits - Facility Use | | | |
| Description | Permits issued to individuals or organizations for special uses of City facilities. Examples include fun runs, bicycle races, events with more than a specified number of participants, events including amplified sound, and those at which alcoholic beverages will be served. Often refers to the use of Parks facilities but also applies to other City-owned facilities for which public use permits are issued. SEE ALSO: Activity and Room Scheduling and Reservation Records; and Rental and Loan Records. | | | |
| Office of Record* | Office/Bureau granting permit | | | |
| Retention period for Office of Record copy | 2 years after denial, revocation, or expiration of permit | | Retention Notes | |
| Confidential? | No | Authority | OAR 166-200-0080[3] | Is this a vital record?* No |
| ADM-0420 | Permits - License Records [City-Issued] | | | |
| Description | Records document City review, background investigations, recommendations and other actions related to permits and licenses issued for various activities within the City. Subjects may include but are not limited to business, tree removal, temporary signs, taxi cab drivers, dances, parades, rocket launching, second hand dealers, alarm system dealers, keeping livestock in the City, and solicitors. Usually includes applications, background investigation reports, permits, licenses, and related records. NOTE: Certain specialized permits, such as building permits and environmental permits are not covered by this schedule. Specialized permits are listed in the retention schedule sections for: Police Bureau; Development Services; Bureau of Transportation; Fire Bureau; Environmental Services; Wastewater; Revenue Bureau; Parks Bureau; Water Bureau etc. | | | |
| Office of Record* | Office/Bureau granting permit or license | | | |
| Retention period for Office of Record copy | 3 years after expiration, revocation, or denial | | Retention Notes | |
| Confidential? | No | Authority | OAR 166-200-0010[22] | Is this a vital record?* Yes |
| ADM-0430 | Photo Identification Records | | | |
| Description | Photographs and other records used to identify City employees, private security personnel, contract workers, and others. May include photographs taken for City identification cards, driver's license photographs, and information such as name, date of birth, physical description, identification number, driver's license number, and other data. | | | |
| Office of Record* | Issuing Office/Bureau | | | |
| Retention period for Office of Record copy | Until superseded or obsolete | | Retention Notes | |
| Confidential? | Yes | Authority | OAR 166-200-0090[19] | Is this a vital record?* Yes |
| ADM-0440 | Photographs - Aerial | | | |
| Description | Photographs, negatives, slides and digital and moving images documenting topographical and physical features of the city and surrounding area. Useful for planning and land management purposes. Information often includes date, location, frame sequence numbers, and other descriptive information. Photographs that are duplicates of originals held by state, county, federal, or other sources may be retained as needed. | | | |
| Office of Record* | Originating Office/Bureau | | | |
| Retention period for Office of Record copy | Permanent | | Retention Notes | City Archives must be consulted about the preservation of permanent records |
| Confidential? | No | Authority | OAR 166-200-0105[1] | Is this a vital record?* Yes |

Administrative and Legislative Records

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|---|---|--|----------------------------|-------------------------------------|
| ADM-0450 | Photographs - General | | | |
| <i>Description</i> | Photographs, negatives, slides and digital and moving images documenting various City activities, events, properties and responsibilities. Often include date, location, frame sequence numbers, and other descriptive information. | | | |
| <i>Office of Record*</i> | Originating Office/Bureau | | | |
| <i>Retention period for Office of Record copy</i> | | <i>Retention Notes</i> | | |
| See Retention Notes | | Retention period depends on the original purpose of the photographs; photographs should be retained with their associated records. Because of the high level of research and historic value associated with photographs and moving images, no photographic collections should be destroyed before consulting with the City Archives. | | |
| <i>Confidential?</i> | No | <i>Authority</i> | Office of the City Auditor | <i>Is this a vital record?*</i> No |
| ADM-0460 | Policy Statements and Directives | | | |
| <i>Description</i> | Administrative and legislative review, assessment, and development of the City's purpose and procedural policy. Often includes bulletins and advisories issued by the mayor or council, mission and goal statements, and finalized policy statements and directives. Includes Portland Policy Documents. SEE ALSO: Manuals: Policy and Procedure. | | | |
| <i>Office of Record*</i> | Office of the City Auditor for Portland Policy Documents; Originating Office/Bureau for other policy documents | | | |
| <i>Retention period for Office of Record copy</i> | | <i>Retention Notes</i> | | |
| Permanent | | City Archives must be consulted about the preservation of permanent records | | |
| <i>Confidential?</i> | No | <i>Authority</i> | OAR 166-200-0135[16] | <i>Is this a vital record?*</i> Yes |
| ADM-0470 | Postal and Delivery Service Records | | | |
| <i>Description</i> | Records document transactions with the U.S. Postal Service and private carriers. Includes postage meter records, receipts for registered and certified mail, insured mail, special delivery receipts and forms, loss reports, and related items. | | | |
| <i>Office of Record*</i> | Originating Office/Bureau | | | |
| <i>Retention period for Office of Record copy</i> | | <i>Retention Notes</i> | | |
| 3 years | | | | |
| <i>Confidential?</i> | No | <i>Authority</i> | OAR 166-200-0010[23] | <i>Is this a vital record?*</i> No |
| ADM-0480 | Press Releases, Speeches, Statements - Policy and Historic | | | |
| <i>Description</i> | Prepared statements, announcements, news conference and speech transcripts, and similar records issued to the news media or in public by the City. Subjects include the adoption of new City programs, termination of old programs, policy shifts, changes in the status of elected officials or senior administrative personnel, and others. Some releases may merit inclusion in applicable related record series. Issuing Office/Bureau should evaluate which releases are "routine" and which are "historic". | | | |
| <i>Office of Record*</i> | Originating Office/Bureau | | | |
| <i>Retention period for Office of Record copy</i> | | <i>Retention Notes</i> | | |
| Permanent | | City Archives must be consulted about the preservation of permanent records | | |
| <i>Confidential?</i> | No | <i>Authority</i> | OAR 166-200-0010[19] | <i>Is this a vital record?*</i> Yes |

Administrative and Legislative Records

ADM-0490 Press Releases, Speeches, Statements - Routine

Description Prepared statements, announcements, news conference and speech transcripts, and similar records issued to the news media or in public by the City, announcing routine events or actions carried out within the scope of existing City policies. Some releases may merit inclusion in applicable related record series. Issuing Office/Bureau should evaluate which releases are "routine" and which are "historic".

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy

2 years

Retention Notes

Subject to review by the City Archives prior to destruction.

Confidential? No

Authority OAR 166-200-0010[19]

Is this a vital record?* No

ADM-0500 Professional Membership Records

Description Records document City-paid individual memberships and activities in professional organizations.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy

3 years

Retention Notes

Confidential? No

Authority OAR 166-200-0010[24]

Is this a vital record?* No

ADM-0550 Program Projects And Initiatives (Major)

Description Records related to specific program activities that have a beginning and an end and result in a work product, outcome or new program function. This series is intended to cover non-capital improvement, non-engineering projects. Examples of projects include strategic planning retreats, creation of new policies, responses to topical issues, major software upgrades or initiation of new program responsibilities or functions. During or at the completion of the project or initiative the associated records should be evaluated to determine their appropriate retention value – not all records will require the same retention.

Office of Record* Originating program office

Retention period for Office of Record copy

Retain records that document major program projects or initiatives permanently.

Retention Notes

This series to be used for records that capture the significant history or outcomes of major projects or initiatives. Other records should be filed under their appropriate retention schedule.

Confidential? No

Authority OAR 166-200-0010[3]

Is this a vital record?* Yes

ADM-0560 Program Projects And Initiatives (Minor)

Description Records related to specific program activities – not covered elsewhere in the retention schedules – that have a beginning and an end and result in a work product, outcome or new program function. This series is intended to cover non-capital improvement, non-engineering projects. Examples of minor projects include team-building exercises, creation of routine office procedures, minor software upgrades or minor program changes. During or at the completion of the project or initiative the associated records should be evaluated to determine their appropriate retention value – not all records will require the same retention.

Office of Record* Originating program office

Retention period for Office of Record copy

Retain records that document routine projects or routine aspects of major projects for 5 years after project completion.

Retention Notes

This series covers projects or initiatives that the office considers routine and is for records that do not fall into other retention schedule categories.

Confidential? No

Authority OAR 166-200-0010[2]

Is this a vital record?* No

Administrative and Legislative Records

ADM-0570 Property Damage Records

Description Reports, photographs, and other records documenting damage to City property such as signs, trees, picnic tables, buildings, fountains, and fences. Information often includes type and location of property damaged, description of damage, date and time of damage (if known), name and address of individual who caused damage (if known), value of damage, billing costs, and related data. Note: instances of damage that result in police cases, claims or litigation are covered by retention schedules in the Police Bureau, Risk Management and City Attorney's Office.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy **Retention Notes**

Consult Risk Management and City Attorney's Office for guidance. If not litigated, retain 3 years after date of last action; if litigated, transfer to City Attorney's Office

Confidential? No **Authority** OAR 166-200-0140[10] **Is this a vital record?*** Yes

ADM-0580 Public Notice Records

Description Records document compliance with laws requiring public notice of City government activities. Subjects include assessments, elections, land use changes, public meetings and hearings, sale of property, and others. Records include public or legal notices, certificates, affidavits of publication, and similar documents. SEE ALSO: Competitive Bid Records in the Finance section for public notices related to bid openings and awards.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy **Retention Notes**

3 years

Confidential? No **Authority** OAR 166-200-0010[26] **Is this a vital record?*** Yes

ADM-0590 Public Records Request Records

Description Records document requests for disclosure of public records and provides a record of City responses. Records may include but are not limited to requests for disclosure, types of records requested, request logs, notation of transfer to another district, approvals, denials, copies of petitions to the District Attorney for review of denials of disclosure, District Attorney Orders to grant or deny disclosure, correspondence, and related documentation.

Office of Record* Office/Bureau responding to records request

Retention period for Office of Record copy **Retention Notes**

2 years after last action

Confidential? No **Authority** OAR 166-200-0020[6] **Is this a vital record?*** No

ADM-0600 Publications

Description Published records produced by or for the City or any of its agencies or programs and made available to the public. Includes newsletters, pamphlets, brochures, leaflets, reports, studies, proposals, blogs and other on-line postings and similar records. Does not include publications received from federal, state, private or other sources -- these publications as well as extra copies of City-produced publications should be retained as needed.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy **Retention Notes**

Submit one copy of publication to City Archives for permanent retention.

Confidential? No **Authority** OAR 166-200-0010[27] **Is this a vital record?*** No

Administrative and Legislative Records

ADM-0610

Rental and Loan Records

Description

Records document the rental or loan of city-owned facilities or equipment. Examples include short term rental of facilities and structures as well as rental or loan of sports equipment, tools, gardening implements, and other items. Records often include applications, calendars, lists, receipts, and related documents. Information usually includes name, address, and phone number of renter or borrower, description of facility or equipment, date and time rental or loan expires, signature, and other data. SEE ALSO: Activity and Room Scheduling and Reservation Records.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy

3 years

Retention Notes

Confidential? Yes - Personal financial information to be treated confidentially **Authority** OAR 166-200-0080[6] **Is this a vital record?*** No

ADM-0620

Reports - Annual or Major

Description

Reports and studies that document the program or primary functional activities and accomplishments of a City agency for the previous year. Reports are often compiled from monthly, quarterly, or other subsidiary activity reports. Also includes any reports and studies of major initiatives or projects, regardless of how often generated. Usually includes statistics, narratives, graphs, diagrams, and similar information. May include reports or studies created by an outside entity at the request of a City office/bureau. SEE ALSO: Reports and Documentation - Periodic Activity for reports documenting shorter periods of time.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy

Permanent

Retention Notes

Transfer 1 copy, upon publication or release, to City Archives; additional copies may be retained as needed.

Confidential? No **Authority** OAR 166-200-0010[3] **Is this a vital record?*** Yes

ADM-0630

Reports and Documentation - Periodic Activity (Other than Annual)

Description

Documentation of daily, weekly, monthly, or other periodic City employee activities not covered in a more specific retention schedule. The documentation does not have to be a formal report or study; it may consist of internal notes or correspondence used for planning and budgeting, monitoring work or project progress, compiling annual reports, and other purposes. Usually tracks type of activity, employees and/or volunteers involved, time spent on activity, work completed, and related information in narrative or statistical form. May include reports or studies created by an outside entity at the request of a City office/bureau.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy

2 years

Retention Notes

Confidential? No **Authority** OAR 166-200-0010[2] **Is this a vital record?*** No

Administrative and Legislative Records

| | | | |
|---|--|---------------------------------|----------------------|
| ADM-0640 | Requests and Complaints | | |
| Description | Records document requests or complaints concerning a variety of City responsibilities. Information often includes name and contact information of person making request or complaint, narration of request or complaint, name of person responding to request or complaint, dates of related activities, and other data. Note: some complaints may become part of a bureau-specific case file and be subject to a longer retention period. | | |
| Office of Record* | Office/Bureau responsible for addressing request or complaint | | |
| Retention period for Office of Record copy | 2 years after last action | | |
| Confidential? | Follow bureau/office policies regarding confidentiality of citizen complaints. | Authority | OAR 166-200-0010[28] |
| | | Is this a vital record?* | No |

| | | | |
|---|---|---------------------------------|---|
| ADM-0650 | Risk Survey and Inspection Records | | |
| Description | Records document surveys, inspections, and other actions designed to identify potential hazards and liabilities to the City related to buildings, grounds, or services. Useful for preventing liability claims and for illustrating a pattern of responsible action regarding hazards. Records may include survey summaries and reports, safety audit and inspection reports, memoranda, and correspondence. Subjects may include the design, and use of parks, playgrounds, buildings, etc., video display terminals, hazardous materials, and others. | | |
| Office of Record* | Originating Office/Bureau | | |
| Retention period for Office of Record copy | Retain records documenting the formation or change of policy permanently; Retain other records 5 years | Retention Notes | City Archives must be consulted about the preservation of permanent records |
| Confidential? | No | Authority | OAR 166-200-0140[11] |
| | | Is this a vital record?* | Yes |

| | | | |
|---|---|---------------------------------|----------------------|
| ADM-0660 | Routing and Job Control Records | | |
| Description | Records used to control the routine flow of documents and other items and actions in and between agencies in the City. Includes routing slips, job control records, status cards, receipts for records charged-out, batch slips, and similar records. | | |
| Office of Record* | Originating Office/Bureau | | |
| Retention period for Office of Record copy | 1 year | | |
| Confidential? | No | Authority | OAR 166-200-0010[29] |
| | | Is this a vital record?* | No |

| | | | |
|---|---|---------------------------------|--|
| ADM-0670 | Scrapbooks | | |
| Description | Books or other collections document a chronological or similar record of City agencies. May contain photographs, newspaper or magazine clippings, commentaries, and other items pertaining to the activities, actions, and reactions of the City officials, personnel, and citizens. Scrapbooks vary greatly in their content and value. Some may have historic value. For appraisal assistance, contact the City Archives. | | |
| Office of Record* | Originating Office/Bureau | | |
| Retention period for Office of Record copy | Retain as needed | Retention Notes | Subject to review by the City Archives prior to destruction. |
| Confidential? | No | Authority | OAR 166-200-0010[30] |
| | | Is this a vital record?* | No |

Administrative and Legislative Records

ADM-0680

Security Records

Description

Series documents security provided for agency buildings and grounds. Records include surveillance records, security logs, sign-in sheets, security reports, incident reports, and related records. SEE ALSO: Video Surveillance Recordings and Visitor Logs

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy

2 years

Retention Notes

Confidential? No

Authority OAR 166-200-0010[31]

Is this a vital record?* No

ADM-0690

Seminar, Conference, Workshop and Event Records - City -Sponsored

Description

Records document the design and implementation of City-sponsored seminars, conferences, workshops, conventions, and similar gatherings. Often includes class descriptions, instructional materials, course outlines, enrollment and attendance records, reports, speeches, planning documentation, and related records.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy

3 years

Retention Notes

Subject to review by the City Archives prior to destruction.

Confidential? No

Authority OAR 166-200-0010[32]

Is this a vital record?* No

ADM-0700

Seminar, Conference, Workshop and Event Records - Non-City Sponsored

Description

Records document activities of seminars, conferences, workshops, conventions, and similar gatherings not sponsored by the City but attended by City officials or personnel. May include staff reports, instructional materials, recommendations, related correspondence and memoranda, and similar records.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy

2 years

Retention Notes

Confidential? No

Authority OAR 166-200-0010[33]

Is this a vital record?* No

ADM-0710

Special Event and Celebration Records - Routine aspects of event

Description

Records related to the routine organization and promotion of a City-sponsored special event or celebration. These often include lists, rosters, correspondence, volunteer information, and related records.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy

2 years after event

Retention Notes

Confidential? No

Authority OAR 166-200-0010[34]

Is this a vital record?* No

Administrative and Legislative Records

| | | | |
|---|---|------------------|---|
| ADM-0720 | Special Event and Celebration Records - Significant aspects of event | | |
| Description | Records document City-sponsored celebrations of special and historic occasions such as major openings, centennials, and similar events. Provides a record of planning and promotional efforts, public attendance and response, major speeches and dedications, and other aspects of the celebration. These records may include studies, publications, photographs, attendance summaries, final reports, and other documents. | | |
| Office of Record* | Originating Office/Bureau | | |
| Retention period for Office of Record copy | | | Retention Notes |
| Permanent | | | City Archives must be consulted about the preservation of permanent records |
| Confidential? | No | Authority | OAR 166-200-0010[34] Is this a vital record?* No |
| ADM-0730 | Surveys, Polls, and Questionnaires | | |
| Description | Records document the measurement of public opinion by or for the City related to various issues, actions, and concerns. May include surveys, polls, questionnaires, summaries, abstracts and related records. Examples of summaries include studies, which incorporate the significant results of public opinion surveys, abstracts of questionnaires designed to determine the skills and interests of citizens volunteering for City service, and other records, which distill survey data into summary form. | | |
| Office of Record* | Originating Office/Bureau | | |
| Retention period for Office of Record copy | | | Retention Notes |
| Retain poll and questionnaire responses until summary report is created or 3 years, whichever is sooner. For retention of reports, see Reports - Annual and Reports - Periodic in this section. | | | Subject to review by the City Archives prior to destruction. |
| Confidential? | No | Authority | OAR 166-200-0010[35] Is this a vital record?* No |
| ADM-0740 | Timekeeping Records | | |
| Description | Bureau copies of timesheets or other records documenting hours worked, leave hours accrued, and leave hours taken by City employees. Information usually includes employee name and payroll identification number, hours worked, type and number of leave hours taken, total hours, dates, and related data. See Grants Section for employee time records that use grant funds. | | |
| Office of Record* | Office of Management and Finance - Payroll | | |
| Retention period for Office of Record copy | | | Retention Notes |
| 5 years | | | Bureau paper or electronic convenience copies: retain as needed once records are captured in timekeeping system |
| Confidential? | Yes | Authority | OAR 166-200-0085[3] Is this a vital record?* No |
| ADM-0750 | Vehicle Accident Records | | |
| Description | Records document accidents involving city vehicles. May include dispatch reports with information such as name and address of parties involved, date and time, complaint, description of damage, and other data. Records may also contain motor vehicle accident reports which include the driver's name, address, phone number, date of birth, and driver's license number, as well as passenger and witness names, description of events, make and model of vehicle(s), vehicle identification number, and related data. Photographs and correspondence also may be part of these records. Note: instances of damage that result in police cases, claims or litigation are covered by retention schedules in the Police Bureau, Risk Management and City Attorney's Office. | | |
| Office of Record* | Originating Office/Bureau | | |
| Retention period for Office of Record copy | | | Retention Notes |
| 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 | | | |
| Confidential? | No | Authority | OAR 166-200-0140[1] Is this a vital record?* No |

Administrative and Legislative Records

| | |
|---|--|
| ADM-0760 | Vehicle Title and Registration Records |
| Description | Records document the ownership and registration of City vehicles with the Oregon Division of Motor Vehicles. |
| Office of Record* | Office/Bureau that holds the vehicle title and/or registration |
| Retention period for Office of Record copy | Retention Notes |
| (a) Titles, retain until vehicle is sold or disposed of; (b) Registration records, retain until superseded or disposition of vehicle | |
| Confidential? No | Authority OAR 166-200-0135[19] Is this a vital record?* No |
| ADM-0765 | Video Surveillance Recordings |
| Description | Recordings document the routine monitoring of City facilities for security purposes. |
| Office of Record* | Originating Office/Bureau |
| Retention period for Office of Record copy | Retention Notes |
| 30 days. If recording is used for an investigation, retain until investigation ends. | See also: Security Records |
| Confidential? No | Authority OAR 166-200-0100[67] Is this a vital record?* No |
| ADM-0770 | Visitor Logs |
| Description | Records document visitors to City buildings. Records may include visitors' names, visitor badges issued, and entrance and exit times. SEE ALSO: Security Records. |
| Office of Record* | Originating Office/Bureau |
| Retention period for Office of Record copy | Retention Notes |
| 1 year | |
| Confidential? No | Authority OAR 166-200-0010[38] Is this a vital record?* No |
| ADM-0780 | Work Schedules and Assignments |
| Description | Records document the scheduling and assigning of shifts, tasks, projects, or other work to City employees. Useful for budget and personnel planning and review, and other purposes. May include calendars, schedules, lists, charts, rosters, employee time surveys, and related records. Also includes rosters and similar records documenting vacation schedules. SEE ALSO: Timekeeping Records. |
| Office of Record* | Originating Office/Bureau |
| Retention period for Office of Record copy | Retention Notes |
| 2 years | |
| Confidential? No | Authority OAR 166-200-0010[40] Is this a vital record?* No |

Engineering and Construction Records

| | | | |
|---|---|------------------|---|
| EGR-0010 | Engineering / Construction Core Project Records - Major Projects | | |
| Description | Records related to the planning, design, and construction of various city improvement projects, including facilities, structures, and systems. Examples include those documenting both assessable and non-assessable improvements such as but not limited to streets, sidewalks, traffic lights, streetlights, bikeways, water lines and wells, water and wastewater treatment facilities, buildings, and sewers. Core project records vary depending on the project, but in general, document the history of the project from conception to completion and provide understanding on how the project was built. May be useful for litigation, reference, or budget planning. Records often include master plans, impact statements, feasibility studies, plans, amendments, field test and laboratory reports, inspector reports, public commentary, change orders, status reports, certificates of completion, and related records. Often contain historically significant records. SEE ALSO: Maps, Plans, and Drawings in this section and Capital Improvement Administrative and Financial Records in the Finance section. | | |
| Office of Record* | Originating Office/Bureau | | |
| Retention period for Office of Record copy | | | Retention Notes |
| Permanent | | | City Archives must be consulted about the preservation of permanent records |
| Confidential? | No | Authority | OAR 166-200-0105[4] Is this a vital record?* Yes |
| EGR-0020 | Engineering / Construction Core Project Records - Minor Projects | | |
| Description | Records related to the planning, design, and construction of City structures that do not require registered architectural or engineering stamps. | | |
| Office of Record* | Originating Office/Bureau | | |
| Retention period for Office of Record copy | | | Retention Notes |
| Life of structure or 10 years after completion, whichever is longer | | | Subject to review by the City Archives prior to destruction. |
| Confidential? | No | Authority | OAR 166-200-0105[4] Is this a vital record?* No |
| EGR-0030 | Maps, Plans, and Drawings - Draft and Working Copies | | |
| Description | Draft and working copies of maps, plans, and drawings created by the city or contracted specifically for the city as described in Maps, Plans, and Drawings - Final As-Builts. | | |
| Office of Record* | Originating Office/Bureau | | |
| Retention period for Office of Record copy | | | Retention Notes |
| Until superseded or obsolete | | | Subject to review by the City Archives prior to destruction |
| Confidential? | No | Authority | OAR 166-200-0105[5] Is this a vital record?* No |
| EGR-0040 | Maps, Plans, and Drawings - Final As-Builts | | |
| Description | Maps, plans, and drawings created by the City or contracted specifically for the City. These include various types of maps such as system schematic, as-built, topographic, planimetric, orthophoto, resource, and others. System schematic maps represent locational and other information about major systems such as water and sewer. Other maps are often derived from aerial photographs and represent physical features such as building footprints, edge of pavement, and contours. Series also includes as-built plans, drawings, and details documenting City engineering and construction projects. Copies of maps, plats, drawings, details, plans, photographs, and similar records obtained from federal, state, county, and other sources that are used for research and reference purposes may be retained as needed. | | |
| Office of Record* | Originating Office/Bureau | | |
| Retention period for Office of Record copy | | | Retention Notes |
| Permanent | | | City Archives must be consulted about the preservation of permanent records |
| Confidential? | No | Authority | OAR 166-200-0105[5] Is this a vital record?* Yes |

Engineering and Construction Records

EGR-0050 Survey Field Records - General and Right-of-Way Location Records

Description Detailed field notes and other records related to surveys done for boundary work, local improvement districts and engineering projects. May include notes on traverses, right-of-way location, construction (including levels, cuts, and grades), sketches related to the survey, and other information.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy

Permanent

Retention Notes

City Archives must be consulted about the preservation of permanent records

Confidential? No

Authority OAR 166-200-0105[9]

Is this a vital record?* Yes

EGR-0060 Survey Field Records - Other Projects

Description Detailed field notes and other records related to survey work done for projects not requiring a registered architectural or engineering stamp.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy

10 years after substantial completion of project

Retention Notes

Confidential? No

Authority OAR 166-200-0105[9]

Is this a vital record?* No

Financial Records

FIN-0010 Accounts Payable Records

Description Records document payment of City bills for general accounts. Includes reports, invoices, statements, vouchers, purchase orders, payment authorizations, receipt records, canceled checks and similar records. Also includes petty cash transaction records. SEE ALSO: Grant Records in the General Administration section for records documenting expenditure of grant funds.

Office of Record* Office of Management and Finance

Retention period for Office of Record copy

3 years after publication of annual CAFR

Retention Notes

Bureau paper or electronic convenience copies: retain as needed once records are captured in financial system

Confidential? No

Authority OAR 166-200-0050[1]

Is this a vital record?* No

FIN-0020 Accounts Receivable Records

Description Records document revenues owed to the City by vendors, citizens, organizations, governments, and others to be credited to general accounts. Also documents billing and collection of moneys. May include reports, receipts, invoices, awards, logs, lists, summaries, statements, and similar records. Information often includes, receipt amount, date, invoice number, name, account number, account balance, adjustments, and similar data.

Office of Record* Office of Management and Finance

Retention period for Office of Record copy

3 years after collected or deemed uncollectible

Retention Notes

Bureau paper or electronic convenience copies: retain as needed once records are captured in financial system

Confidential? No

Authority OAR 166-200-0050[2]

Is this a vital record?* Yes

FIN-0030 Bank Transaction Records

Description Records document the current status and transaction activity of city funds held at banks. May include account statements, deposit and withdrawal slips, checks, and related records. Information includes bank and account numbers, transaction dates, beginning balance, check or deposit amount, document numbers, adjustments, description of transaction, ending balance, and related data. SEE ALSO: Grant Records in the General Administration section for records documenting expenditure of grant funds.

Office of Record* Office/Bureau maintaining bank account

Retention period for Office of Record copy

3 years after publication of annual CAFR

Retention Notes

Confidential? No

Authority OAR 166-200-0050[5]

Is this a vital record?* Yes

FIN-0040 Budget Preparation Records

Description Records document the preparation of City agency budget requests presented to the City Council. Includes staff reports, budget instructions, worksheets, surveys, allotment reports, spending plans, contingency plans, budget proposals, financial forecasting reports, and similar records.

Office of Record* Office/Bureau submitting budget request

Retention period for Office of Record copy

5 years

Retention Notes

Confidential? No

Authority OAR 166-200-0040[3]

Is this a vital record?* No

Financial Records

FIN-0050 Capital Improvement Administrative and Financial Records

Description

Records (not maintained centrally by Office of Management and Finance) which document the non-technical and financial administration of assessable and non-assessable city improvements including capital improvements. Records often include affidavits of posting, notices of proposed assessment, certificates of mailing, interested party letters, bid quotes, reports, and awards, expense reports, purchase orders, requisitions, cost analyses, construction and maintenance bonds and insurance, and related administrative and financial records.

Office of Record* Office/Bureau responsible for improvement

Retention period for Office of Record copy

- (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))

Retention Notes

Subject to review by the City Archives prior to destruction.

Confidential? No

Authority OAR 166-200-0050[8]

Is this a vital record?* Yes

FIN-0060 Competitive Bid Records - Professional, Technical and Expert Services (PTE)

Description

Records document the publication, evaluation, rejection and awarding of quoted bids to vendors and other entities. Records may include but are not limited to requests for proposals (RFPs), requests for qualifications (RFQs), invitations to bid (ITBs), requests for information (RFIs), bid exemption documents, bid and quote lists, notices of bid opening and award, comparison summaries, spreadsheets, tabulation worksheets, bid advertising records, tally sheets, bid specifications, correspondence, and related records.

Office of Record* Office/Bureau managing the selection process

Retention period for Office of Record copy

6 years after bid awarded or canceled

Retention Notes

Some competitive bids are managed by the Bureau of Purchases and some by individual City bureaus or offices. If an individual bureau or office is managing the selection process, it is responsible for retaining the records. NOTE: Accepted city improvement bids have a retention period of 10 years after substantial completion [as defined by ORS 12.135(3)].

Confidential? No

Authority OAR 166-200-0050[9]

Is this a vital record?* No

FIN-0070 Competitive Bid Records - Rejected Bids

Description

Responses from vendors that are not awarded bids.

Office of Record* Office/Bureau managing the selection process

Retention period for Office of Record copy

2 years after bid awarded or canceled

Retention Notes

Some competitive bids are managed by the Bureau of Purchases and some by individual City bureaus or offices. If an individual bureau or office is managing the selection process, it is responsible for retaining the records.

Confidential? No

Authority OAR 166-200-0050[9]

Is this a vital record?* No

Financial Records

FIN-0075 Credit and Debit Card Transaction Receipts

Description Bureau copy of credit or debit card receipts documenting payment received by the bureau. Records include customer's name and account information.

Office of Record* Office/Bureau conducting transaction

Retention period for Office of Record copy

36 months, destroy

Retention Notes

The retention period is a minimum and maximum: it is to be retained for 36 months and then destroyed at that time.

Confidential? Yes

Authority OAR 166-200-0050[10]

Is this a vital record?* No

FIN-0080 Credit Slips

Description Credits issued to citizens who have withdrawn from City-sponsored classes or activities and are due reimbursement for all or part of fees paid. Information usually includes name of class or activity, date, expiration date, name and address of citizen, and related data.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy

3 years after credit expired or redeemed

Retention Notes

Confidential? No

Authority OAR 166-200-0050[11]

Is this a vital record?* No

FIN-0090 Financial Impact Analysis Records

Description Records document the financial analysis of various City practices. Useful for planning future budget proposals. Records include reports, studies, worksheets, and similar records. Subjects may include the impact of specific ballot measures, proposals to increase permit fees, sick leave use analysis, and the city's relationship with various utilities.

Office of Record* Office/Bureau conducting analysis

Retention period for Office of Record copy

3 years

Retention Notes

Confidential? No

Authority OAR 166-200-0040[4]

Is this a vital record?* No

FIN-0100 Financial Reports - Annual

Description Annual reports, including the City of Portland Comprehensive Annual Financial Report (CAFR), that document the general financial condition and operation of the City or of individual bureaus. Includes information on the value of city owned property and an accounting of all income and expenditures in relation to the final budget.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy

Permanent

Retention Notes

City Archives must be consulted about the preservation of permanent records.

Confidential? No

Authority OAR 166-200-0050[14]

Is this a vital record?* Yes

FIN-0110 Financial Reports - Other than Annual

Description Weekly, monthly, quarterly or other reports that document the general financial condition and operation of the City or individual bureaus. See Grant Records for reports related to grants.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy

3 years

Retention Notes

Confidential? No

Authority OAR 166-200-0050[14]

Is this a vital record?* No

Financial Records

FIN-0120 Property Disposition Records - Other than Real Property

Description Records document disposition of City-owned non-real property, usually through public auction, competitive bidding, or destruction. Information often includes date, department, description of item, value, disposition, reason for disposition, condition, and authorization.

Office of Record* Office of Management and Finance

Retention period for Office of Record copy

3 years after disposition of property

Retention Notes

Bureau paper or electronic convenience copies: retain as needed once records are captured in financial system

Confidential? No

Authority OAR 166-200-0050[21]

Is this a vital record?* No

FIN-0130 Property Inventory Records - Other than Real Property

Description Inventory records document the non-real estate capitalized assets and expendable property of the city. Examples of capitalized assets may include but are not limited to infrastructure assets, vehicles, equipment, and furniture. Examples of expendable assets include office supplies and other small, office purchases. Information often contains asset number, description, location of asset, date received, purchase price, replacement cost, depreciation, and related data.

Office of Record* Office/Bureau responsible for maintaining the asset

Retention period for Office of Record copy

(a) Records of capitalized assets, retain 3 years after disposal or replacement of asset; (b) Records of expendable property, retain 3 years or until superseded, whichever is longer

Retention Notes

Confidential? No

Authority OAR 166-200-0050[18]

Is this a vital record?* Yes

FIN-0140 Purchasing Records

Description Records document orders, authorizations, and evidence of receipt of the purchase of goods and services by the City. Includes purchase orders and requests, purchase authorizations, requisitions, contract release orders, material and cost specifications, central stores or printing orders, telephone service orders, and similar records. SEE ALSO: Grant Records in the General Administration section for purchases using grant funds.

Office of Record* Bureau of Purchases

Retention period for Office of Record copy

3 years after publication of annual CAFR

Retention Notes

If Bureau of Purchases is not involved in the purchase, the originating City agency is the office of record. SEE ALSO Grant records if purchase uses grant funds. Bureau paper or electronic convenience copies retain as needed once entered into financial system. PARC will not store bureau convenience copies.

Confidential? No

Authority OAR 166-200-0050[22]

Is this a vital record?* No

FIN-0150 Signature Authorization Records

Description Records document the authorization of designated employees to sign fiscal and contractual documents. Useful as an aid for management control over expenditures. Information usually includes authorization date, name, sample signature, position, remarks, conditions, and related data.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy

6 years after authorization superseded or expired

Retention Notes

Confidential? No

Authority OAR 166-200-0050[25]

Is this a vital record?* Yes

Financial Records

FIN-0155 Tax-Exempt And Tax-Advantaged Debt Expenditure Records

Description

Records related to the expenditure and use of assets financed with tax-exempt and tax-advantaged debt offerings subject to United States Treasury and Internal Revenue Service regulations, such as: long-term bonds; bank loans; lines of credit; notes and other applicable borrowing facilities. Bureaus must follow City of Portland Public Finance and Treasury Division's Tax Compliance Procedures.

Records include, but are not limited to:

-- expenditure documentation, including contracts, invoices, draw requests and cancelled checks/ACH payments

-- records that track sales of tax-exempt and tax-advantaged debt financed assets

-- financial/accounting transactions provided as support for reimbursement requests submitted to the City Debt Manager

-- may include tax-exempt or tax-advantaged capital leases, management contracts with third parties and any sales agreements related to the sale of tax-exempt or tax-advantaged financed assets

-- other pertinent documentation or correspondence related to the uses of assets financed with tax-exempt or tax-advantaged debt

Office of Record* Office/Bureau managing the assets/expenditures

Retention period for Office of Record copy

Life of the debt obligation and any refinancing used to repay the obligation, plus 3 years

Retention Notes

Confidential? No

Authority 26 USC 6001; 26 CFR 1.6001-1(e)

Is this a vital record?* Yes

FIN-0160 Travel Expense Records

Description

Records document requests, authorizations, reimbursements, and other actions related to employee travel on City business. Includes expense reports and receipts, vouchers, requests, authorizations, and related documents. Retention applies to private vehicle usage as well. Information often includes estimated costs, prepayments, final costs, destination, method of transportation, travel dates, approval signatures, and related data.

Office of Record* Office of Management and Finance

Retention period for Office of Record copy

3 years after publication of annual CAFR

Retention Notes

Bureau paper or electronic convenience copies: retain as needed once records are captured in financial system

Confidential? No

Authority OAR 166-200-0050[13]

Is this a vital record?* No

FIN-0170 Vendor Lists

Description

Lists document vendors providing goods and services to the City. Information usually includes vendor name, address, and phone number, name of contact person, as well as a description of goods or services provided.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy

Until superseded or obsolete

Retention Notes

Confidential? No

Authority OAR 166-200-0050[30]

Is this a vital record?* No

Human Resources Records

HUM-0010 Employee Background Check Records

Description Records document the pre-employment or periodic criminal record checks performed on prospective or current staff and volunteers. Records may include but are not limited to a log recording when background checks are done and who they are done on, and a fingerprint-based criminal history verification form documenting the result of a criminal history background check coordinated by the Oregon Law Enforcement Data System (LEDS). The form includes name and other personally identifiable information, indication of existence or absence of criminal record, and related documentation.

Office of Record* Office/Bureau conducting background check

Retention period for Office of Record copy

Retention Notes

- (a) Background check log, retain until superseded or obsolete;
 (b) All other records, retain 90 days

Confidential? Yes

Authority OAR 166-200-0090[5]

Is this a vital record?* No

HUM-0020 Employee Complaint, Grievance, Personnel Action and Appeal Background Records

Description Series consists of bureau background and investigatory materials related to reviewing, hearing, and disposing of employee- or employer-initiated complaints (including Affirmative Action/Equal Employment Opportunity), employee grievances, bureau-initiated disciplinary actions and appeals of adverse personnel actions and disciplinary measures. Documents are used and created within the agency in the course of investigating formal and/or informal complaints. Records consist of complaints, investigation reports, hearing transcripts or summaries, statements of witnesses and other related information. These background and investigatory records are to be filed separately from Employee Personnel Folders.

Office of Record* Bureau of Human Resources

Retention period for Office of Record copy

Retention Notes

10 years after employee separation

Records to be transferred to BHR upon resolution of issue. PARC will not store bureau convenience copies.

Confidential? Yes

Authority OAR 166-200-0090[17]

Is this a vital record?* No

HUM-0030 Employee Hazard Exposure Records

Description Medical records related to a city employee's exposure to hazardous conditions such as chemicals, toxic substances, bloodborne pathogens, biological agents, bacteria, virus, fungus, radiation, noise, dust, heat, cold, vibration, repetitive motion, or other dangerous work related conditions. Records may include but are not limited to hearing test records, radiation measurement records, blood test or other laboratory results, incident reports, first-aid records, X-rays, work station air sampling reports, and correspondence. Hazard Exposure Records should be maintained in a secure file physically separate from other personnel files and handled as confidential medical information.

Office of Record* Hazard Exposure records are to be maintained for the entire retention period by the safety office of the bureau that employed the employee at the time the exposure occurred.

Retention period for Office of Record copy

Retention Notes

30 years after separation

Confidential? Yes

Authority OAR 166-200-0090[18]; 29
CFR 1910.1020

Is this a vital record?* Yes

Human Resources Records

HUM-0040

Employee Medical Records

Description

Series consists of medical records (except hazard exposure records) maintained separately from the Bureau Personnel File in compliance with ADA (Americans with Disabilities Act) requirements. Records are a convenience copy of the record copy held in the Bureau of Human Resources. See HRAR 1.06 EMPLOYEE MEDICAL FILES for a description of what should be maintained in this record series. File should transfer with employee if bureaus are changed. See separate entry for Employee Hazard Exposure Records.

Office of Record* Bureau of Human Resources

Retention period for Office of Record copy

10 years after separation

Retention Notes

Forward to Bureau of Human Resources Employee Records upon employee separation. If employee transfers to another City bureau, the file should transfer to that bureau.

Confidential? Yes

Authority OAR 166-200-0090[9]

Is this a vital record?* Yes

HUM-0050

Employee Personnel Folders

Description

Series consists of individual employee files maintained within the bureau. Records are a convenience copy of the record copy held in the Bureau of Human Resources. Records consist of: individual's application; personal information (non-medical); selection materials; promotions, demotions, transfers; salary information; performance evaluations; notifications of disciplinary action and termination of employment; other records related to status, tenure and work history. Bureau employee files may contain additional information which is not maintained by BHR. Records containing medical information must be transferred to the Bureau of Human Resources.

Office of Record* Bureau of Human Resources

Retention period for Office of Record copy

10 years after separation

Retention Notes

Official personnel records maintained in BHR. Upon separation from City employment, transfer any remaining original documents to the Bureau of Human Resources. Retain convenience copies 1 year after separation from city employment. Follow guidelines for confidential destruction when disposing of personnel records. PARC will not store bureau convenience copies.

Confidential? Yes

Authority OAR 166-200-0090[10]

Is this a vital record?* Yes

HUM-0060

Employee Recognition Program Records

Description

Recognition of employees for special service to the City. May include service awards, recognition certificates, commendations, award nominations, lists of past recipients, and presentation or ceremony records and photographs.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy

6 years

Retention Notes

Subject to review by the City Archives prior to destruction.

Confidential? No

Authority OAR 166-200-0090[11]

Is this a vital record?* No

Human Resources Records

| | | | | |
|---|--|------------------------|--|------------------------------------|
| HUM-0070 | Employee Suggestion Award Records | | | |
| Description | Records document an employee suggestion program where employees may submit suggestions that improve effectiveness, efficiency, and economy in city government. Employees may receive awards for adopted suggestions. Records may include suggestion forms and evaluations, award information, and related documentation. | | | |
| Office of Record* | Office/Bureau responsible for administering award program | | | |
| Retention period for Office of Record copy | | Retention Notes | | |
| | (a) Adopted suggestions, retain 2 years; (b) Suggestions not adopted, retain 1 year | | | |
| Confidential? | No | Authority | OAR 166-200-0090[12] | Is this a vital record?* No |
| HUM-0080 | Hazard Communications Program Records | | | |
| Description | Records document City participation in the Hazard Communications Program as required by the Oregon Occupational Safety and Health Administration (OR-OSHA). These records may be useful as documentation for exposure and other claims because they include chemical content, safe handling instructions, and other facts about a product at a given time in the past. Usually includes plans, reports, and material safety data sheets (MSDS). Information included in the material safety data sheets includes product name, manufacturer's address and phone number, hazardous ingredients contained, ingredient description, carcinogenicity, quantity of ingredients, fire and explosion data, health hazard data, radioactivity data, spill and leak pressures, safe handling and use information, special use precautions and related data. | | | |
| Office of Record* | Originating Office/Bureau | | | |
| Retention period for Office of Record copy | | Retention Notes | | |
| | 75 years after superseded | | | |
| Confidential? | No | Authority | OAR 166-200-0140[4] | Is this a vital record?* No |
| HUM-0085 | I-9 Employment Eligibility Verification Records | | | |
| Description | Series consists of federal form required by the Immigration & Naturalization Service (INS) to verify work eligibility within the United States. I-9 form includes employee name, address, date of birth, social security number, work status, employee signature, and employer review and verification. | | | |
| Office of Record* | Originating Office/Bureau | | | |
| Retention period for Office of Record copy | | Retention Notes | | |
| | 3 years after date of hire or 1 year after employee separation, whichever is longer | | Original hard copy to be retained at employee's bureau per BHR Services Bulletin 8/29/2013 | |
| Confidential? | Yes | Authority | OAR 166-200-0090[13] | Is this a vital record?* No |
| HUM-0090 | Occupational Injury and Illness Reports | | | |
| Description | Records document the activities of the workers' compensation program as required by Oregon Occupational Safety and Health Administration (OR-OSHA). Includes OR-OSHA logs and summaries, claims summary reports, status reports, financial reports, and supplemental records. Information includes calendar year, dates, file numbers, date and description of each injury, illness, or death, names, occupations, types of diseases, totals, and related data. | | | |
| Office of Record* | Originating Office/Bureau | | | |
| Retention period for Office of Record copy | | Retention Notes | | |
| | 6 years | | | |
| Confidential? | Yes | Authority | OAR 166-200-0140[9] | Is this a vital record?* No |

Human Resources Records

| | |
|---|--|
| HUM-0100 | Recruitment and Selection Records - Announcements, Position Descriptions and Testing Records |
| Description | Records document the recruitment and selection of City employees. Records may also document the recruitment and selection of contracted service providers such as attorneys, auditors, insurance agents, labor consultants, and others. Records may include but are not limited to job announcements and descriptions, applicant lists, applications and resumes, position advertisement records, civil service and other examination records, classification specifications, affirmative actions records, interview questions, interview and application scoring notes, applicant background investigation information, letters of reference, civil service records, position authorization forms, certifications of eligibles, recruitment summary records (job announcement, position description, documentation relating to the announcement and test, and test items and ratings levels), and related correspondence and documentation. |
| Office of Record* | Bureau of Human Resources |
| Retention period for Office of Record copy | Retention Notes |
| 10 years | Transfer records to BHR upon creation; retain bureau copies as needed. PARC will not store bureau convenience copies. Recruitment and selection records for non-civil service positions in elected officials offices' are retained in those offices. |
| Confidential? Yes | Authority OAR 166-200-0090[21] Is this a vital record?* No |
| HUM-0110 | Recruitment and Selection Records - Unsolicited Applications |
| Description | Unsolicited employment applications not associated with a specific recruitment. |
| Office of Record* | Originating Office/Bureau |
| Retention period for Office of Record copy | Retention Notes |
| 3 months | |
| Confidential? Yes | Authority OAR 166-200-0090[21] Is this a vital record?* No |
| HUM-0120 | Recruitment and Selection Records - Unsuccessful Applications |
| Description | Employment applications from candidates who are not selected for a specific recruitment. |
| Office of Record* | Bureau of Human Resources |
| Retention period for Office of Record copy | Retention Notes |
| 3 years after position filled or recruitment canceled | Transfer records to BHR upon creation; retain bureau copies as needed. PARC will not store bureau convenience copies. |
| Confidential? Yes | Authority OAR 166-200-0090[21] Is this a vital record?* No |
| HUM-0130 | Safety Program Records - Policies, Plans and Procedures |
| Description | Records document the City's program to promote a safe work environment for its employees, specifically policies, plans and procedures. |
| Office of Record* | Originating Office/Bureau |
| Retention period for Office of Record copy | Retention Notes |
| 5 years after superseded | Subject to review by the City Archives prior to destruction |
| Confidential? No | Authority OAR 166-200-0140[12] Is this a vital record?* No |

Human Resources Records

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|---|--|--|------------------------------------|
| HUM-0140 | Safety Program Records - Reports and Recommendations | | |
| Description | General reports, inspection reports, evaluations and recommendations from City agency safety programs. | | |
| Office of Record* | Originating Office/Bureau | | |
| Retention period for Office of Record copy | | Retention Notes | |
| 10 years | | Subject to review by the City Archives prior to destruction. | |
| Confidential? | No | Authority OAR 166-200-0140[12] | Is this a vital record?* No |

| | | | |
|---|--|---------------------------------------|------------------------------------|
| HUM-0150 | Safety Program Records - Safety Committee Meeting Records | | |
| Description | Safety committee meeting minutes, exhibits, agendas. | | |
| Office of Record* | Originating Office/Bureau | | |
| Retention period for Office of Record copy | | Retention Notes | |
| 5 years | | | |
| Confidential? | No | Authority OAR 166-200-0140[12] | Is this a vital record?* No |

| | | | |
|---|--|--|------------------------------------|
| HUM-0160 | Training Program Records | | |
| Description | Records related to the design and implementation of training programs provided to employees by the City. May include class descriptions, instructor certifications, planning documentation, instructional materials, course outlines, class enrollment and attendance records, and related records. NOTE: Training records for individual employees are to be maintained in the employee personnel file. | | |
| Office of Record* | Office/Bureau responsible for the training program | | |
| Retention period for Office of Record copy | | Retention Notes | |
| (a) Retain significant program records 5 years; (b) Retain class enrollment, attendance and other records 2 years. | | Subject to review by the City Archives prior to destruction. | |
| Confidential? | Yes | Authority OAR 166-200-0090[22] | Is this a vital record?* No |

| | | | |
|---|--|---------------------------------------|------------------------------------|
| HUM-0170 | Unemployment Compensation Claim Records | | |
| Description | Records related to unemployment claims that have been filed by City employees. Records include the state's "notice of claim filed" form, the city's response to claim, response worksheet, administrative decisions, hearings information and related correspondence. Records may include confidential support documentation and should be maintained accordingly. | | |
| Office of Record* | Office/Bureau where claimant worked | | |
| Retention period for Office of Record copy | | Retention Notes | |
| 3 years | | | |
| Confidential? | Yes | Authority OAR 166-200-0085[10] | Is this a vital record?* No |

| | | | |
|---|--|--|------------------------------------|
| HUM-0180 | Volunteer Program Records | | |
| Description | Records document the activities and administration of volunteer programs in the city. Useful for program planning. May include volunteer hour statistics, volunteer program publicity records, insurance requirement information, inactive volunteer files, and related records. For records related to individual volunteers, see Volunteer Worker Records in this section. | | |
| Office of Record* | Office/Bureau responsible for volunteer program | | |
| Retention period for Office of Record copy | | Retention Notes | |
| 4 years | | Subject to review by the City Archives prior to destruction. | |
| Confidential? | No | Authority OAR 166-200-0090[23] | Is this a vital record?* No |

Human Resources Records

HUM-0190 **Volunteer Worker Records**

Description Records document work performed for the city by citizens without compensation for their services. May include agreements, applications, skills test results, training documentation, task assignment and monitoring records, and related information.

*Office of Record** Originating Office/Bureau

Retention period for Office of Record copy *Retention Notes*
4 years after separation

Confidential? Yes *Authority* OAR 166-200-0090[24] *Is this a vital record?** No

Information Technology Records

| | | | |
|---|---|---------------------------------|-----|
| IT-0010 | Information (Computer) System Maintenance Records | | |
| Description | Records document the maintenance of city computer systems and are used to ensure compliance with any warranties or service contracts, schedule regular maintenance and diagnose system or component problems, and document systems backups. Records may include but are not limited to computer equipment inventories, hardware performance reports, component maintenance records (invoices, warranties, maintenance logs, correspondence, maintenance reports, and related records), system backup reports and procedures, and backup tape inventories, and related documentation. SEE ALSO: Information (Computer) System Program and Software Documentation. | | |
| Office of Record* | Office/Bureau responsible for system maintenance | | |
| Retention period for Office of Record copy | Retention Notes | | |
| (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 | | | |
| Confidential? No | Authority OAR 166-200-0060[1] | Is this a vital record?* | No |
| IT-0020 | Information (Computer) System Planning and Development Records | | |
| Description | Records document the planning and development of bureau-specific information systems. Although these records typically document computerized information systems, they may also document manual filing systems and microfilm systems. The records are used to insure that planned systems will help the agency fulfill its missions, are cost-effective, conform to adopted information standards, and integrate with existing agency information systems. Records may vary according to the level of documentation required for each system, but may include information technology plans, feasibility studies, cost-benefit analyses, institution studies and surveys, information management project records, system specifications and revisions, software evaluations, component proposals, technical literature, vendor literature and proposals, and correspondence. | | |
| Office of Record* | City-wide systems: Bureau of Technology Services; Bureau-specific systems: agency responsible for maintaining the system | | |
| Retention period for Office of Record copy | Retention Notes | | |
| (a) Implemented systems, retain for the life of the system; | Coordinate with BTS to determine which records are retained by BTS and which are retained by the individual Office/Bureau | | |
| (b) Unimplemented systems, retain 3 years | | | |
| Confidential? No | Authority OAR 166-200-0060[8] | Is this a vital record?* | No |
| IT-0030 | Information (Computer) System Program and Software Documentation | | |
| Description | Records document the addition, modification, or removal of software from a city computer system. Records usually fall into six categories: 1) records that document operating systems; 2) records that document the in-house creation and modification of application programs; 3) records that document the structure and form of data sets; 4) records that document the use of commercial software packages; 5) records that document the structure of the system; and 6) records that document system-to-system communication. Records may include but are not limited to system overviews, operation logs, job listings, operator instruction manuals, system development logs, system specifications and changes (including narrative and flow chart descriptions), conversion notes, data set logs, data set inventories, data set record layouts, hard copies of tables, data dictionaries, data directories, programming logs, program specifications and changes, record layouts, user views, control program table documentation, program listings, commercial software manuals, and related correspondence and documentation. | | |
| Office of Record* | Combination of BTS and the Office/Bureau that manages the business process that the computer system supports | | |
| Retention period for Office of Record copy | Retention Notes | | |
| Retain migration plans until superseded or obsolete; Retain other records 1 year after system superseded | Coordinate with BTS to determine which records are retained by BTS and which are retained by the individual Office/Bureau | | |
| Confidential? No | Authority OAR 166-200-0060[2] | Is this a vital record?* | Yes |

Information Technology Records

| | |
|---|---|
| IT-0040 | Information (Computer) System Security Records |
| Description | Records document the security of the city's computer systems. Includes employee access requests, passwords, access authorizations, and related documentation. |
| Office of Record* | Bureau of Technology Services |
| Retention period for Office of Record copy | Retention Notes |
| 3 years after superseded | If the system security records are managed by an individual bureau, rather than BTS, the bureau is the office of record. |
| Confidential? Yes | Authority OAR 166-200-0060[3] Is this a vital record?* Yes |
| IT-0050 | Information (Computer) System User Support Records |
| Description | Records document troubleshooting and problem-solving assistance provided by agency personnel to users of bureau-specific systems (computer, telecommunications, etc.) Records may include assistance requests, resolution records, and related documentation. Information may include name of requester, date, time, location, and description of problem and resolution. |
| Office of Record* | Office/Bureau providing user support |
| Retention period for Office of Record copy | Retention Notes |
| 1 year | |
| Confidential? No | Authority OAR 166-200-0060[13] Is this a vital record?* No |
| IT-0060 | Information Service Subscription Records |
| Description | Records document City subscriptions to information services. Records may include but are not limited to subscriptions, invoices, and correspondence. |
| Office of Record* | Originating Office/Bureau |
| Retention period for Office of Record copy | Retention Notes |
| 2 years | |
| Confidential? No | Authority OAR 166-200-0060[7] Is this a vital record?* No |
| IT-0070 | Software Management Records |
| Description | Records document the use of software in City information systems to insure that institution software packages are compatible, that license and copyright provisions are complied with, and that upgrades are obtained in a timely manner. Records may include but are not limited to software purchase records, software inventories, software licenses, site licenses, and correspondence. |
| Office of Record* | Bureau of Technology Services |
| Retention period for Office of Record copy | Retention Notes |
| 2 years after software disposed of or upgraded | If the records are managed by an individual bureau, rather than BTS, the bureau is the office of record. |
| Confidential? No | Authority OAR 166-200-0060[11] Is this a vital record?* No |

Operations and Maintenance Records

OPS-0010

Delivery Tickets

Description

Tickets issued by suppliers to verify delivery of supplies or materials needed for projects. Information usually includes date, time, amount and type of supplies received, and related data.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy

Retention Notes

2 years

Confidential? No

Authority OAR 166-200-0110[6]

Is this a vital record?* No

OPS-0020

Easements - Temporary Access/Construction

Description

Records document temporary easements allowing entrance and work on property or streets not owned by the easement holder. Permits usually apply to city crews and utility workers. Information can include applicant name, address, and phone number, contractor name and license number, utility involved, location, description of work, security deposit, surface restoration material used, signature, date, comments, permit number, and related data.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy

Retention Notes

2 years after easement expires

Confidential? No

Authority OAR 166-200-0110[20]

Is this a vital record?* No

OPS-0030

Fuel Records

Description

Records documenting the amount of gasoline, diesel, and oil used by City-owned vehicles and equipment. Often includes logs, reports, and related documents.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy

Retention Notes

2 years

Confidential? No

Authority OAR 166-200-0110[9]

Is this a vital record?* No

OPS-0040

Maintenance and Repair Records - Buildings and Grounds - Records Not Requiring Engineering Stamp

Description

Records of minor maintenance and repairs to buildings and grounds owned or leased by the city. Used to verify that repairs were made. May include summaries, logs, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes location, narrative of work completed, materials used, personnel completing work, authorization, dates of activities, and related data.

Office of Record* Office/Bureau performing maintenance and repair

Retention period for Office of Record copy

Retention Notes

Retain records not requiring engineering stamp 2 years

Confidential? No

Authority OAR 166-200-0110[3]

Is this a vital record?* No

Operations and Maintenance Records

OPS-0050 Maintenance and Repair Records - Buildings and Grounds - Records Requiring Engineering Stamp

Description Records of maintenance and repairs to buildings and grounds owned or leased by the city. Used to verify that repairs were made. May include summaries, logs, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes location, narrative of work completed, materials used, personnel completing work, authorization, dates of activities, and related data.

Office of Record* Office/Bureau performing maintenance and repair

Retention period for Office of Record copy

Retain records requiring engineering stamp 2 years after life of structure

Retention Notes

Subject to review by the City Archives prior to destruction

Confidential? No **Authority** OAR 166-200-0110[3] **Is this a vital record?*** No

OPS-0060 Maintenance and Repair Records - Equipment

Description Records documenting the inspection, maintenance, and repair of all City-owned equipment not listed elsewhere in this schedule. Examples include but are not limited to mowers, trailers, edgers, blowers, generators, sewage lift pumps, water pumps, office equipment, and furniture. Records may include summaries, reports, and similar records usually compiled from daily work records on a monthly or quarterly basis. Information often includes description of work completed, parts and supplies used, date of service, date, purchase price, equipment number, make, and model, and related data.

Office of Record* Originating Office/Bureau

Retention period for Office of Record copy

2 years after disposition of equipment

Retention Notes

Confidential? No **Authority** OAR 166-200-0110[7] **Is this a vital record?*** No

OPS-0070 Maintenance and Repair Records - Vehicles

Description Records document the maintenance and repair history of all city-owned vehicles. Records may include reports, summaries, and similar records usually compiled from daily work records on a monthly, or quarterly basis. Information often includes a description of work completed, parts and supplies used, date of service, date purchased, price, vehicle number, make and model, and other data.

Office of Record* Office/Bureau performing maintenance and repair

Retention period for Office of Record copy

2 years after disposition of vehicle

Retention Notes

Confidential? No **Authority** OAR 166-200-0010[37] **Is this a vital record?*** No

OPS-0080 Maintenance Request / Complaint Records

Description Records document requests or complaints concerning a variety of maintenance responsibilities carried out by City agencies. Examples include but are not limited to brushing and limbing; road grading, rocking, sealing, patching, and marking; traffic signals and signs; city-owned buildings and equipment; streetlights; high grass or weeds; and water and sewer system problems. Information often includes name, phone number, and address of person making request/complaint, narration of request/complaint, name of person responding to request/complaint, dates of related activities, and other data.

Office of Record* Office/Bureau responsible for addressing request or complaint

Retention period for Office of Record copy

2 years after last action

Retention Notes

Confidential? Follow bureau/office policies regarding confidentiality of citizen complaints. **Authority** OAR 166-200-0110[11] **Is this a vital record?*** No

Operations and Maintenance Records

| | |
|---|---|
| OPS-0090 | Technical Manuals, Owners Manuals, Specifications |
| <i>Description</i> | Manuals for city-owned vehicles and equipment. Manuals often include specifications, operating instructions, and safety information. |
| <i>Office of Record*</i> | Office/Bureau responsible for asset |
| <i>Retention period for Office of Record copy</i> | <i>Retention Notes</i> |
| | Until disposition of vehicle or equipment |
| <i>Confidential?</i> | No <i>Authority</i> OAR 166-200-0010[36] <i>Is this a vital record?*</i> Yes |
| OPS-0100 | Vehicle Usage and Expense Records |
| <i>Description</i> | Records document usage and expense associated with city-owned vehicles. Used for maintenance, budgeting, and planning. Information can include vehicle number, make and model, beginning and ending mileage, driver's name and signature, fuel used, repairs needed, and other data. |
| <i>Office of Record*</i> | Office/Bureau responsible for maintaining the vehicle |
| <i>Retention period for Office of Record copy</i> | <i>Retention Notes</i> |
| | 3 years |
| <i>Confidential?</i> | No <i>Authority</i> OAR 166-200-0050[29] <i>Is this a vital record?*</i> No |
| OPS-0110 | Warranties - Vehicle and Equipment |
| <i>Description</i> | Warranties for City-owned vehicles or equipment. Warranties include terms of coverage for repair or replacement of vehicle or equipment. |
| <i>Office of Record*</i> | Office/Bureau responsible for asset covered by warranty |
| <i>Retention period for Office of Record copy</i> | <i>Retention Notes</i> |
| | Until expiration of warranty |
| <i>Confidential?</i> | No <i>Authority</i> OAR 166-200-0010[36] <i>Is this a vital record?*</i> Yes |
| OPS-0120 | Work / Shift Logs |
| <i>Description</i> | Records document work completed by City employees or crews on a daily or shift basis. These may include logs, notes, or similar records. Information often includes personnel performing work, date and time completed, description of work, location, equipment and materials used, information passed from one shift to the next and additional pertinent data. SEE ALSO: Maintenance and Repair Records. |
| <i>Office of Record*</i> | Originating Office/Bureau |
| <i>Retention period for Office of Record copy</i> | <i>Retention Notes</i> |
| | 1 year |
| <i>Confidential?</i> | No <i>Authority</i> OAR 166-200-0110[5] <i>Is this a vital record?*</i> No |
| OPS-0130 | Work Orders - for work performed by City personnel |
| <i>Description</i> | Records document requests and authorizations for needed services and repairs to City property and equipment. May include copy center work orders, printing orders, telephone service and installation requests, repair authorizations, and similar records. |
| <i>Office of Record*</i> | Office/Bureau performing work |
| <i>Retention period for Office of Record copy</i> | <i>Retention Notes</i> |
| | 1 year |
| <i>Confidential?</i> | No <i>Authority</i> OAR 166-200-0010[39] <i>Is this a vital record?*</i> No |

Operations and Maintenance Records

OPS-0140 Work Orders - for work performed by non-City personnel

Description Records document requests and authorizations for needed services and repairs to City property and equipment. May include copy center work orders, printing orders, telephone service and installation requests, repair authorizations, and similar records.

*Office of Record** Office/Bureau requesting work

Retention period for Office of Record copy

Retention Notes

3 years

Confidential? No

Authority OAR 166-200-0010[39]

*Is this a vital record?** No