

Department of Transportation, Public Transit Division
Records Retention Schedule 2002-0017
Effective Date: December, 2002
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Organizational Placement

Schedule number: 2002-0017

Agency: Oregon Department of Transportation (ODOT)

Division: Public Transit

Program Description:

The Public Transit Division works with local, county, state agencies, and private organizations to expand transportation opportunities and choices for all Oregonians. It does this by funding a network of transportation services for those unable or unwilling to drive, and connecting small communities by fostering and supporting local passenger services. In addition, the Division assists urban planners in policy development and coordination of transportation resources. The Public Transportation Division distributes federal and state funds for public transportation planning, special needs, and small city general public transportation. The Divisions efforts assist ODOT in designing, implementing, and managing a statewide transportation infrastructure meeting the needs of individuals and industry within Oregon while providing support and guidance to agencies and entities per ORS 267.

The Public Transit Division is responsible for project development, providing support to public transportation entities, serving as the liaison to and administrator of Federal Transit Administration programs, and funding providers of transportation services to the elderly and disabled. The Division is responsible for providing planning, technical assistance, coordination of human services, education, economic development, and planning and financing of public transportation discretionary grant program dollars. The Public Transit Division manages six program areas: Small Cities and Rural Transportation, Intercity Passenger Transportation, Transportation Demand Management, Special Transportation Program (Elderly and Disabled), Capital Transportation, and Public Transportation Planning.

Program Records

001 Project Records

- a) Drafts, work notes, correspondence: Retain 1 year after production of final project documentation, destroy
- b) Reports: Retain 10 years after close of project, destroy
- c) Final Document: Retain 10 years after superseded or project closure, destroy

002 Public Transit Advisory Committee Records 2000-[ongoing] .25 c.f.

- a) Minutes: Retain Permanently, transfer to State Archives after 10 years
- b) Other Records: Retain 5 years, destroy

003 Quarterly Business Review

Retain 2 years, destroy

004 The Public Transit Update 1999-[ongoing] .25 c.f.

Retain permanently, transfer to State Archives after 5 years

Databases

TEAMS

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence

Legislative Tracking Records

Mailing List

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

Press Releases

Publication Preparation Records

Scheduling Records

Staff Meeting Records

Facilities/Property Records - OAR 166-300-0020

Equipment/Property Disposition Records

Vehicle Maintenance Records

Financial Records - OAR 166-300-0025

Budget Preparation Records

Correspondence

Financial Reports

Personnel Records - OAR 166-300-0040

Recruitment and Selection Records

Organizational Placement

Schedule number: 2002-0017

Agency: Oregon Department of Transportation (ODOT)

Division: Public Transit

Program: Capital Transportation

Program Description:

The Capital Transportation program provides funding and technical assistance for the procurement of real property, vehicles and equipment, fleet management, maintenance, and capital planning. Program beneficiaries include private non-profit agencies and public agencies providing specialized transportation needs and services for the elderly and disabled under 49 USCA 5310, and rural and small city general transportation services under 49 USCA 5311. The program provides discretionary grant funding when applicable under 49 USCA 5310 and 5311.

Capital Transportation provides state and federal funding for the purchase of vehicles for public transit service providers through the Public Transit Division Discretionary Grant program. The program physically retains the vehicle title and requires that the Division be listed as the primary security lien holder until criteria concerning the useful life of the vehicle, according to state or federal guidelines, are met. The vehicle is then released to the operating entity if federally funded or disposed of as surplus property according to the Department of Administrative Services guidelines if state funded.

The funding mechanisms are authorized in the United States Code Annotated (USCA), as cited above. They are commonly referred to as Federal Transit Authority programs. For example, the program enabled by 49 USCA 5310 is commonly known as FTA Section 5310.

Program Records

005 Federally Funded Vehicle Titles

- a) Cars, sedans, modified and non-modified vans and minivans: Retain 4 years or 100,000 miles, release title to operating agency
- b) Cut-away buses: Retain 7 years or 200,000 miles, release title to operating agency
- c) Full-size transit buses: Retain 12 years or 600,000 miles, release title to operating agency

006 State Funded Vehicle Titles

Release title per DAS directives during vehicle disposal as surplus property

Databases Used

Public Transportation Management System (PTMS)

TEAMS

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence

Facilities/Property Records - OAR 166-300-0020

Equipment/Property Disposition Records

Fixed Asset Inventory Reports

Vehicle Maintenance Records

Financial Records - OAR 166-300-0025

Grant Records

Organizational Placement

Schedule number: 2002-0017

Agency: Oregon Department of Transportation (ODOT)

Division: Public Transit

Program: Intercity Passenger Transportation

Program Description:

The Intercity Passenger Transportation program is responsible for supporting and encouraging the establishment, implementation, and growth of accessible public travel options operating among Oregon's cities. The program assists in the coordination of public and private transportation provider's efforts to connect cities by providing information and funding which supports transportation connections while providing the most efficient and effective customer service.

The Intercity Passenger Transportation program provides information regarding the availability of inter-city passenger services in an effort to increase use. The program provides information through passenger timetables, intercity bus signs, and ODOT's Trip Check System which provides statewide travel information including public transit links and schedules. In addition, the program supports intermodal connections to reduce traffic and increase the use of transportation alternatives by coordinating services, schedules, facilities, and transportation hubs throughout the state. The Intercity Passenger Transportation program provides grants to areas identified as having transportation needs defined in local and state planning and meeting the basic service levels set by Oregon's Transportation Plan.

Program Records

**007 Intercity Passenger Transportation Program Biennial Report 2000-
[ongoing] .25 c.f.**

a) Work notes, drafts, correspondence: Retain 1 year after production of final document, destroy

b) Final Document: Retain permanently, transfer to State Archives after 6 years

008 Oregon Inter City Passenger Timetables

Retain 5 years, destroy

Databases Used

None

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Conference and Seminar Records

Contracts and Agreements

Correspondence

Mailing List

Policy and Procedure Guidelines and Manuals

Publication Records

Financial Records - OAR 166-300-0025

Competitive Bid Records

Correspondence

Grant Records

Invoices

Organizational Placement

Schedule number: 2002-0017

Agency: Oregon Department of Transportation (ODOT)

Division: Public Transit

Team: Program Support

Program Description:

Program Support is responsible for supporting the programs of the Public Transit Division by assisting in research, compliance, grant writing, preparing grant amendments, payments, and providing useable data and information for Division personnel and the public. In addition, Program Support provides technical advice to public transportation service providers by answering questions and providing hard data upon request. Program Support personnel monitor for compliance with Oregon's Administrative Rules pertaining to public transportation.

Program Support oversees the Public Transit Division's Affirmative Action needs including but not limited to monitoring for compliance and drafting annual updates to the Divisions Affirmative Action Plan.

Program Records

None

Databases Used

Grant Agreements/Grant Summary

Original Grant Payments

TEAMS

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence

Scheduling Records

Financial Records - OAR 166-300-0025

Correspondence

Grant Records

Purchasing Records

Travel Expense Records

Personnel Records - OAR 166-300-0040

Affirmative Action Records

Rural Transit Scholarship Program (see Conference and Seminar Records)

Organizational Placement

Schedule number: 2002-0017

Agency: Oregon Department of Transportation (ODOT)

Division: Public Transit

Program: Small City and Rural Technical Assistance

Program Description:

The Small Cities and Rural Technical Assistance program is one of two federal programs administered by the Public Transit Division. The program is responsible for providing grant funding, under 49 USCA 5311, for the operation and capital purchases necessary to provide public transportation services in rural areas and cities with a population less than 50,000. Non-urban areas and entities, such as counties, with a population of less than 50,000, also qualify for the program.

Funding is provided by the Federal Transit Administration under 49 USCA 5311 and is intended to provide all Americans with access to public transportation assets. Only general service providers qualify for the Small City and Rural Technical Assistance program. Private non-profit entities and for profit corporations are eligible for funding as sub-recipients or sub-contractors with funding passing thorough the original grant recipient.

The funding mechanisms are authorized in the United States Code Annotated (USCA), as cited above. They are commonly referred to as Federal Transit Authority programs. For example, the program enabled by 49 USCA 5310 is commonly known as FTA Section 5310.

Program Records

009 Allocation Formula Records

Retain 5 years after grant closure, destroy

Databases Used

Public Transportation Management System (PTMS)

State Agency General Records Retention Schedule Records:

Administrative Records - OAR 166-300-0015

Correspondence

Financial Records - OAR 166-300-0025

Grant Records

Organizational Placement

Schedule number: 2002-0017

Agency: Oregon Department of Transportation (ODOT)

Division: Public Transit

Program: Special Needs Transportation/Special Transportation Fund

Program Description:

The Special Needs Transportation program is responsible for overseeing and distributing funds to counties, mass transit districts, and transit districts to improve the quality and quantity of transportation services available to Oregon's elderly and disabled residents. Seventy-five percent of special needs dollars are distributed to counties and transit districts based upon population. The counties and districts distribute funds according to local needs and priorities. The remaining funds are discretionary in nature and are distributed through competitive grants. Other organizations, such as cities, tribal governments, and private organizations, may participate through agreements with counties and transit districts.

Program Records

010 Allocation Formula Records

Retain 5 years after grant closure, destroy

Databases Used

Incoming Grant Log

Public Transportation Management System (PTMS)

TEAMS

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence

Telephone Contact Forms (see Telephone Logs)

Financial Records - OAR 166-300-0025

Correspondence

Grant Records

Organizational Placement

Schedule number: 2002-0017

Agency: Oregon Department of Transportation (ODOT)

Division: Public Transit

Program: State Agency Transportation Coordination Project

Program Description:

The Transportation Coordination Project is a multi-agency effort managed by the Oregon Department of Transportation and staffed by representatives from the Oregon Department of Transportation, the Department of Human Services, and the Department of Housing and Community Services. In addition, input is provided by the Governor's office, the Department of Administrative Services, the Department of Veterans Affairs, the Department of Education, the Department of Corrections, and the Employment Department. The project goal is to develop a statewide coordination plan. The Public Transit Division provides the ODOT staff for the project.

The State Agency Transportation Coordination Project is a result of the Coordination Challenge Report created by the Public Transit Division and a team of consultants at the request of Governor Kitzhaber. The report identified and addressed the opportunity to improve livability in Oregon through coordinated transportation efforts. The report acknowledges transportation as a critical function impacting education, corrections, employment and other social and human services supplied by state and local governments. While transportation is not a social service per se, the availability of safe, efficient, and reliable transportation is a needed component for the delivery of social services. The report advocates for the coordination of transportation resources within Oregon.

Program Records

011 The Coordination Challenge Report 2000 .15 c.f.

Retain permanently, transfer to the State Archives after 10 years

Databases Used

None

State Agency General Records Retention Schedule Records:

Administrative Records - OAR 166-300-0015

Correspondence

Transportation Coordination Project Records (see Policy Development and Planning Records)

Financial Records - OAR 166-300-0025

Grant Records

Organizational Placement

Schedule number: 2002-0017

Agency: Oregon Department of Transportation (ODOT)

Division: Public Transit

Program: Transportation Demand Management

Program Description:

The Transportation Demand Management program is responsible for assisting communities with the development of alternative transportation methods including but not limited to buses, telecommuting, walking, rideshare/carpool, and biking. Ultimately the program's goal is to reduce the number of single occupancy vehicles on Oregon's roadways especially during peak use hours in an effort to maximize the efficiency of Oregon's existing transportation infrastructure.

The program provides assistance to local Transportation Demand Management and Rideshare programs in several Oregon cities. The program assists communities to identify, establish, and foster local Transportation Demand Management and Rideshare partnerships with state and national TDM advocates to foster awareness and understanding of the benefits of TDM.

ODOT provides funding to the TDM participants including transit agencies, local government, government councils, and private non-profit agencies. In order to meet the diverse needs of cities and local governments the TDM provides programs that match local community needs.

The TDM Manager is responsible for managing Oregon's Internal Employee Commute program. This program allows the purchase of public transportation services and or passes through pre-tax payroll deductions. The program, currently under implementation for the Portland area, seeks to provide financial incentive for state employees to use public transit.

Funding levels for TDM programs are determined within each of ODOT's five regions. Though the process varies between the regions, funding approval generally requires inclusion of the funded program into the Statewide Transportation Improvement Program (STIP). While funding sources vary, the Surface Transportation Program provides the bulk of funds through the transfer of Federal Highway Administration funds.

Program Records

012 STIP Stakeholders Meeting Records

Retain 5 years, destroy

Databases Used

None

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence

Policy and Procedure Guidelines and Manuals

Oregon Internal Employee Commute Program Records (See Policy Development and Planning Records)

Professional Membership Records

Financial Records - OAR 166-300-0025

Correspondence

Grant Records

Invoices

Organizational Placement

Schedule number: 2002-0017

Agency: Oregon Department of Transportation (ODOT)

Division: Public Transit

Program: Statewide Transportation Planning

Program Description:

The Statewide Transportation Planning program is responsible for providing guidance and support for the public transportation efforts of Oregon's Metropolitan Planning Organizations (MPO). The program is funded through 49 USCA 5303 and 5313(b). The program works to produce state and local transit planning documents that identify and prioritize public transportation improvements.

Statewide Transportation Planning works to implement and update Oregon's Public Transportation Plan, provides guidance and assistance in the development of ODOT's corridor and refinement plans, and reviews transportation system plans prepared by local and county agencies. The program manager is responsible for working closely with ODOT's planning section, the Department of Land Conservation and Development, and local and regional planners to ensure public transportation needs are addressed in transportation plans and projects. All projects are identified in the Statewide Transportation Improvement Program (STIP). In addition, the program manager is responsible for assisting in the development of the STIP and MPO plans to identify and coordinate public transportation projects.

The funding mechanisms are authorized in the United States Code Annotated (USCA), as cited above. They are commonly referred to as Federal Transit Authority programs. For example, the program enabled by 49 USCA 5310 is commonly known as FTA Section 5310.

Program Records

013 Oregon Public Transportation Plan [1997-ongoing] .5 c.f.

- a) Annual Report: Retain 10 years, destroy
- b) Drafts and work notes: Retain until acceptance of final document, destroy
- c) Final Document: Retain permanently, transfer to State Archives after 20 years

Databases Used

TEAMS

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence

Policy Development & Planning Records

Financial Records - OAR 166-300-0025

Correspondence

Grant Records