

Department of Transportation, Central Services Division

Records Retention Schedule 2005-0002

Effective Date: June 2017

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Records Retention Schedule

Edition: June 2017

Organizational Placement

Schedule #: 2005-0002

Agency: Oregon Department of Transportation (ODOT)

Division: Central Services

Program Description

The Central Services division is responsible for providing centralized administrative, support, and managerial services for the operational divisions, which comprise the Oregon Department of Transportation, the Oregon Transportation Commission, and external partners/stakeholders.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence

Calendar and Scheduling Records

Staff Meeting Records

Databases

None

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Organizational Placement

Schedule #: 2005-0002

Agency: Department of Transportation (ODOT)
Division: Central Service
Branch: Audit Services
Section: Internal Audit

Program Description

Internal Audit performs audits of department programs and reports findings to the Director. All audits are performed according to generally accepted Government Auditing Standards issued by the U.S. Government Accountability Office.

The Chief of Audit Services reports administratively to the Chief Administrative Officer and functionally to the ODOT Audit Committee. The ODOT Audit Committee is chaired by the Director of Transportation and membership includes ODOT Executive Management and a representative of the Oregon Transportation Commission.

Program Records

001 Audit Committee Records

Retain 5 years, destroy

081 Internal Audit Business Plan Records

(a) Retain final plan 6 years, destroy

(b) Retain all other records until superseded, destroy

082 Internal Audit Report Records

Retain 20 years, destroy

083 Internal Audit Report Supporting Documentation Records

Retain 5 years after release of report, destroy

084 Internal Auditor Training Records

Retain 5 years, destroy

085 Non-Audit Services Records

Retain 1 year after completion of non-audit services, destroy

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence

Databases

TEAMMATE

TIMEKEEPER

OREGON STATE ARCHIVES

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Schedule #: 2005-0002

Agency: Department of Transportation (ODOT)
Division: Central Services
Branch: Audit Services
Section: External Audit

Program Description

External Audit provides an essential audit and oversight service to management to improve accountability and protect the public interest in providing assurance that costs submitted by contractors are properly supported and reasonable.

External Audit section performs work in accordance with the AASHTO Uniform Audit Guide, FARs, and the mandatory requirements of generally accepted government auditing standards as issued by the U.S. Government Accountability Office (GAO).

Program Records

003 Audit Report Records

Retain 20 years, destroy

086 External Audit Report Documentation Records

Retain 5 years after release of report, destroy

087 External Auditor Training Records

Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence

Databases

TEAMMATE

TIMEKEEPER

A/E CONSULTANT

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Agency: Oregon Department of Transportation (ODOT)

Division: Central Services

Branch: Financial Services

Program Description

Financial Services is responsible for providing technical expertise and services to agency personnel regarding ODOT's financial business line. Services include but are not limited to analyzing the economic impact of projects, developing and implementing innovative financing for transportation projects, collecting debt, formatting to accepted state standards the agency's budget and financial documentation, and overseeing of all payments including payroll and contractor payments.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Attorney General Opinions

Business Plan Records

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

Signature Authorizations

Staff Meeting Records

Financial Records - OAR 166-300-0025

Audit Reports

Budget Preparation Records

Information and Records Management Records – OAR 166-300-0030

Public Records Disclosure Request Records

Payroll Records – OAR 166-300-0035

Leave Applications

Personnel Records – OAR 166-300-0040

Employee Personnel Records

Recruitment and Selection Records

Databases

Team Environment Accounting System (TEAMS)

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Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Financial Services
Section: Budget Services

Program Description

Budget Services provides technical expertise, direction, planning, and coordination in the development, presentation, and execution of ODOT's biennial budget and emergency board actions. The section ensures ODOT's compliance with the budget preparation guidelines and requirements established by the Department of Administrative Services (DAS) by formatting the agency's budget to conform to established guidelines for appearance and content. The section reviews the budgets for each division of ODOT. The section accesses and reviews financial information maintained in the TEAMS database.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence
Legislative Tracking Records
Policy and Procedure Guidelines and Manuals
Staff Meeting Records

Financial Records - OAR 166-300-0025

Budget Allocation Records
Budget Preparation Records
Emergency Board Request Records
Legislatively Adopted Budgets

Payroll Records – OAR 166-300-0035

Leave Applications

Personnel Records – OAR 166-300-0040

Recruitment and Selection Records

Databases

TEAMS

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Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Financial Services
Section: Data and Systems Administration

Program Description

Data and Systems Administration is responsible for the oversight, updating, and implementation of ODOT's electronic accounting system, known as the Team Environment Accounting System (TEAMS). All financial transactions are entered into the TEAMS system for tracking, monitoring, data entry, and confirmation/payment. The TEAMS system is available to designated agency staff.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Information Management Records - OAR 166-300-0030

Computer System Program Documentation

Databases

TEAMS

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Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Financial Services
Program: Debt and Innovative Finance

Program Description

Debt and Innovative Finance is responsible for oversight of the Oregon Transportation Infrastructure Bank (OTIB), which promotes innovative financing solutions for Oregon's transportation needs, and for issuance and oversight of all bonding and borrowing activities for ODOT.

The OTIB is a statewide revolving loan fund. The program originated in 1996 as a federal pilot program. In 1997 the Legislative Assembly established the program under state statute while expanding the bank's authority per ORS 367.015. Eligible borrowers include cities, counties, transit districts, port authorities, other special service districts, tribal governments, state agencies, and private for-profit and not-for-profit entities.

Bonds are issued by the State of Oregon through the Treasury Department and ODOT. Bond authority is granted to ODOT per ORS 367 and includes the authority to issue Highway User Tax Revenue Bonds under the Oregon Transportation Investment Act (OTIA), as well as authority to issue bonds for the OTIB.

Program Records

013 Annual Report to Federal Highway Administration

Retain 10 years, destroy

014 Bond Council Records

Retain 10 years, destroy

015 Bond Records

(a) Retain for approved/issued bonds 10 years after maturity, destroy

(b) Retain for unapproved/non-issued bonds 3 years, destroy

016 Oregon Transportation Infrastructure Bank (OTIB) Project Records

(a) Retain funded project records 10 years after loan repaid, destroy

(b) Retain unfunded project records 3 years after application withdrawn/denied, destroy

(c) Retain annual report 10 years, destroy

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State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Policy and Procedure Guidelines and Manuals

Staff Meeting Records

Signature Authorizations

Financial Records - OAR 166-300-0025

Budget Preparation Records

Payroll Records – OAR 166-300-0035

Leave Applications

Personnel Records – OAR 166-300-0040

Recruitment and Selection Records

Databases

Loan Ledger

TEAMS

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Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Financial Services
Unit: Economic and Financial Analysis

Program Description

Economic and Financial Analysis is responsible for conducting revenue forecasting. In addition, the unit analyzes ODOT projects to determine the financial impact to ODOT and project impacted communities.

Program Records

017 Economic Summary Report
Retain 10 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Policy and Procedure Guidelines and Manuals

Staff Meeting Records

Payroll Records – OAR 166-300-0035

Leave Applications

Personnel Records – OAR 166-300-0040

Recruitment and Selection Records

Databases

None

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Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Financial Services
Section: Financial Operations

Program Description

Financial Operations is responsible for providing technical expertise and financial services to internal ODOT customers regarding payroll, the central authorization for making payments, revenue and expenditure accounting, and the management of fixed assets.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Agency Organizational Records

Business Plan Records

Correspondence

Policies and Procedures Guidelines and Manuals

Staff Meeting Records

Information Management Records – OAR 166-300-0030

Information System Planning and Development Records

Payroll Records – OAR 166-300-0035

Leave Applications

Personnel Records – OAR 166-300-0040

Recruitment and Selection Records

Databases

TEAMS

SFMS

Travel

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Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Financial Services
Section: Financial Operations
Unit: Accounts Payable

Program Description

Accounts Payable verifies the accuracy of documents and enters and tracks data in TEAMS as well as other subsystems for a variety of expense related documents including travel expense claims, travel advances, construction contract payments, petty cash reimbursements, employment benefits billing, Department of Justice billing, SPOTS, journal entry transactions, voided checks, replacement checks, payroll interface, post transaction review and miscellaneous vendor payments. Reports are generated as needed to determine expenditures paid to vendors to determine outstanding liabilities owed by the agency.

Program Records

018 Bank Retainage Records

Retain 6 years after last transaction, destroy

019 Letters of Credit

Retain 6 years after use/suspension/revoking, destroy

020 Retainage Bonds

Retain 6 years after bond released or fulfilled, destroy

021 Security Deposit Records

Retain 6 years after last action/release of security, destroy

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence

Policy and Procedure Guidelines and Manuals

Staff Meeting Records

Financial Records - OAR 166-300-0025

Accounts Payable Reports

Account Transfer Records

Check Cancellation Request Records

Credit Card Records

General Ledger Transaction Reports

Invoices

Payroll Records – OAR 166-300-0035

Leave Applications

Personnel Records – OAR 166-300-0040

Recruitment and Selection Records

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Databases

TEAMS

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Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Financial Services
Section: Financial Operations
Unit: Administrative Support

Program Description

Administrative Support provides support services for the Financial Services section including reception and the imaging of financial records. The Administrative Support unit manages ODOT's document imaging system, which digitizes up to 30,000 financial documents a month with a goal of retaining ODOT's financial documents in an affordable, efficient and accessible storage system.

Program Records

022 Financial Batch Documentation Records

Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Key Assignment Records

Policy and Procedure Guidelines and Manuals

Security Records

Staff Meeting Records

Facilities/Property Records – OAR 166-300-0020

Equipment Maintenance Records

Financial Records - OAR 166-300-0025

Checks

Check Registers

Purchasing Records

Information and Records Management Records – OAR 166-300-0030

Computer System Security Records

Records Management Records

Payroll Records – OAR 166-300-0035

Leave Applications

Personnel Records – OAR 166-300-0040

Recruitment and Selection Records

Databases

TEAMS

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Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Financial Services
Section: Financial Operations
Team: Asset Accounting (Fixed Assets)

Program Description

Asset Accounting is responsible for reconciling ODOTS annual physical inventory with the ODOT asset ledgers to ensure the accurate reporting and physical presence of agency fixed assets.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence

Policy and Procedure Guidelines and Manuals

Staff Meeting Records

Facilities/Property Records – OAR 166-300-0020

Asset Inventory Reports (Records)

Damaged/Stolen Property Records

Equipment/Property Disposition Records

Financial Records - OAR 166-300-0025

Account Reconciliation Records

Payroll Records – OAR 166-300-0035

Leave Applications Personnel Records

Personnel Records OAR 166-300-0040

Recruitment and Selection Records

Databases

TEAMS

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Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Financial Services
Section: Financial Operations
Unit: Accounting Services
Program: Central Authorization

Program Description

Central Authorization is responsible for reviewing all agency purchase actions and authorizing payment. Central Authorization is charged with ensuring purchases and the purchasing process complies with agency and state financial standards. The program inspects and reviews invoices and accompanying purchase documentation. If a request for payment is denied Central Authorization works with agency staff to correct any problems concerning the purchasing process so payment can be made. After payments are made or authorized the invoices are handed over for imaging staff by Financial Services Branch Administrative Support staff.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence
Policy and Procedure Guidelines and Manuals
Signature Authorizations
Staff Meeting Records

Payroll Records – OAR 166-300-0035

Leave Applications

Personnel Records – OAR 166-300-0040

Recruitment and Selection Records

Databases

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Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Financial Services
Section: Financial Operations
Group: Financial Policies, Training, and Reporting

Program Description

Financial Policies, Training, and Reporting provide technical expertise and support to ODOT staff and programs concerning financial business. The group develops and updates ODOT financial policy, develops training on financial issues and procedures, prepares ODOT's Annual Financial Report, reconciles the accounts of the Oregon Transportation Infrastructure Bank, and analyzes legislative revenue bills. In addition, the group maintains the Financial Services Branch website and the records for ODOT's Financial Forum comprised of representatives from each division meeting to discuss financial policies, procedures, concerns, and ideas.

Program Records

- 023 Financial Services Branch Website Records**
Retain until superseded, destroy
- 024 ODOT Annual Financial Report**
Retain 10 years, destroy
- 025 ODOT Financial Forum (Meeting) Records**
Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Agency Organizational Records
Conference, Seminar, and Training Program Records
Correspondence
Policy and Procedure Guidelines and Manuals
Financial Policy (see Policy Development and Planning Records)
Staff Meeting Records

Financial Records - OAR 166-300-0025

Account Reconciliation Records
Annual Financial Reports
Account Transfer Records
1099-Miscellaneous Forms

Information Management Records – OAR 166-300-0030

Forms Development Records

Payroll Records – OAR 166-300-0035

Leave Applications

Personnel Records – OAR 166-300-0040

Recruitment and Selection Records

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Databases

SFMA

TEAMS

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Organizational Placement

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Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Financial Services
Section: Financial Operations
Team: Payroll

Program Description

Payroll is responsible for processing all agency personnel payroll actions including validating and entering time records, responding to garnishments, processing SAIF Claims, voluntary deductions, education expenses, and the entry of data/information into the Oregon State Payroll System (OSPS). ODOT began using the OSPS in 1988. Prior to using OSPS payroll time sheets and records were generated and maintained in ODOT field offices. Currently all payroll records are filed through the Financial Services payroll team. In addition, the team handles automatic payroll deductions including deductions for agency maintained housing and energy use.

Program Records

026 Ad Hoc/Miscellaneous Financial Reports

Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence

Policy and Procedure Guidelines and Manuals

Staff Meeting Records

Payroll Records - OAR 166-300-0035

Employee Payroll Records

Employee Time Records

Oregon State Payroll Application (OSPA) Reports

Leave Applications

Personnel Records – OAR 166-300-0040

Benefits Continuation Records

Employee Benefit Records

Recruitment and Selection Records

Databases

Oregon State Payroll System (OSPS)

TEAMS

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Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Financial Services
Section: Financial Operations
Unit: Revenue and Expenditure Accounting

Program Description

Revenue and Expenditure Accounting is responsible for performing reconciliations between ODOT's accounting system and monies taken in by Driver and Motor Vehicles Division (DMV), the Motor Carrier Division (MCTD), and the fuels tax monies collected and deposited in ODOT financial accounts. The unit processes DMV deposits, performs account adjustments/reconciliations for MCTD, and reconciles information in the ODOT accounting system to what was deposited into agency accounts. In addition, the unit monitors TEAMS Database to Treasury account reconciliations, maintains TEAMS to SFMA account structures, and daily interface to SFMA to TEAMS to SFMA system reconciliations.

Program Records

027 Ad Hoc/Miscellaneous Financial Reports

Retain 6 years, destroy

028 Check Records

Retain non-sufficient fund check records, reversal detail report, and release report 6 years, destroy

029 Daily Cash Balance Reports

Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence

Policy and Procedure Guidelines and Manuals

Signature Authorization Records

Staff Meeting Records

Financial Records - OAR 166-300-0025

Accounts Receivable Reports

Account Reconciliation Records

Account Transfer Records

Bank Statements

Cash Receipt Records

Credit Card Records (SPOTS Card)

Debit/Credit Advices

Deposit Slips

Encumbrance Registers

Expenditure and Revenue Reports

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General Ledger Transaction Reports

Invoices

Invoice Registers

Oregon State Treasury Reports

Receipt Registers

Trail Balance Reports

Vendor Reports

Warrant Cancellation Request Records

Warrant Registers

Warrants

Payroll Records – OAR 166-300-0035

Leave Applications

Personnel Records – OAR 166-300-0040

Recruitment and Selection Records

Databases

TEAMS

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Schedule #: 2005-0002

Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Financial Services
Group: Fuels Tax

Program Description

Fuels Tax is responsible for administering Oregon's fuel tax statutes and administrative rule(s) and the accurate processing and auditing of fuel tax reports and refunds. The group provides licensing and tax report processing for Motor Vehicle Fuel Dealers and Use Fee Licensees. In addition to administering ORS 319, Oregon's fuel tax statute, the group administers fuel tax ordinances and collects fuel taxes for selected counties and cities. The group collects motor fuel taxes on gasoline and ethanol blends for Washington and Multnomah counties and currently collects motor vehicle fuel taxes for the cities of Woodburn, Eugene, Springfield, and Cottage Grove on gasoline, ethanol, and un-dyed diesel. In addition, the Group manages the taxation, accounting, and reporting on sales of aviation and jet fuel in Oregon.

Taxes are collected by fuel type, which fall into two broad categories. Motor Vehicle Fuels include gasoline, aviation gasoline and jet fuel, and ethanol blends. Oregon Use Fuels consists of diesel, propane, compressed natural gas, and any other fuel not designated a motor vehicle fuel. Motor Vehicle Fuel Taxes are paid at the large company or corporate level, i.e. Chevron/Texaco, on a monthly basis. Taxes on Oregon Use Fuels are paid by the actual end user or wholesaler/retailer either monthly, quarterly, or annually. The fuels tax group reviews applications and issues or denies licenses for motor vehicle fuel dealers and use fuel licensees.

Program Records

030 Accounting Reports (Revenue Journal)

Retain 6 years, destroy

031 Fuel Tax Compliance (Audit) Records

Retain 6 years, destroy

032 Fuel Tax Refund Records

Retain 6 years, destroy

033 Motor Fuel Dealer Licensing Records

(a) Retain accepted applicant records 5 years after superseded/revoked, destroy

(b) Retain denied applicant records 3 years, destroy

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Administrative Records - OAR 166-300-0015

Contracts and Agreements

Correspondence

Policies and Procedures Guidelines and Manuals

Signature Authorizations

Staff Meeting Records

Financial Records - OAR 166-300-0025

Account Reconciliation Records

Accounts Receivable Reports

Budget Preparation Records

Information and Records Management Records – OAR 166-300-0030

Forms Development Records

Payroll Records – OAR 166-300-0035

Leave Applications

Personnel Records – OAR 166-300-0040

Recruitment and Selection Records

Databases

Fuel Tax System HFTS4 Managed by the Motor Carrier Division

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Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Financial Services
Group: Fuels Tax
Unit: Collections

Program Description

Collections is responsible for collecting of delinquent weight/mile taxes and delinquent fuel tax revenues per ORS 825.498. The collecting of delinquent weight/mile tax is a service provided to the Motor Carrier Division and comprises the majority of Collections work. The unit has the authority to issue warrants and garnish/attach wages, and set liens in order to recoup withheld monies. Prior to 1995 the Public Utility Commission had responsibility for the collection of delinquent weight/mile and fuel taxes.

Program Records

034 CA View Report List

Retain until superseded, destroy

035 Weight/Mile and Fuel Tax Collection Records

Retain 6 years after last payment received/debt liquidated or charged off, destroy

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence

Policies and Procedure Guidelines and Manuals

Signature Authorizations

Staff Meeting Records

Financial Records - OAR 166-300-0025

Budget Preparation Records

Warrant Cancellation Request Records

Warrant Registers

Warrants

Payroll Records – OAR 166-300-0035

Leave Applications

Personnel Records – OAR 166-300-0040

Recruitment and Selection Records

Databases

M.C.S. Online Cards Managed by the Motor Carrier Division

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Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Financial Services
Unit: Management Accounting

Program Description

Management Accounting provides technical expertise and services in cost accounting and allocation and auditing contract and external architectural and engineering services. The unit provides true product cost accounting services in response to SB 1614, which requires accurate accounting of highway maintenance costs. The unit sets all rates charged by ODOT for services rendered. In addition the unit processes standard labor billings submitted to the federal government for reimbursement of federal funds, which finance highway projects.

Program Records

036 Ad Hoc/Miscellaneous Financial Reports

Retain 6 years, destroy

037 Contract/External Audit Records

- (a) Retain project audit records 10 years after project completion, destroy
- (b) Retain all other audit records 5 years, destroy

038 Cost/Benefit Analysis Records

Retain 6 years, destroy

039 Rates Records

Retain 20 years, destroy

040 Self Insured Viability Review Records

Retain 5 years, destroy

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Administrative Records - OAR 166-300-0015

Correspondence

Policy and Procedure Guidelines and Manuals

Staff Meeting Records

Financial Records - OAR 166-300-0025

Account Reconciliation Records

Payroll Records – OAR 166-300-0035

Leave Applications

Personnel Records – OAR 166-300-0040

Recruitment and Selection Records

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Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Financial Services
Group: Policy

Program Description

Policy is responsible for analyzing and reporting on the impact of ODOT projects to the economic, financial, and taxation factors relevant to the state and local economies. The Policy Group was formerly called the Policy Unit and was part of the Transportation Development Division prior to October of 2003. The Group provides policy administration for the Immediate Opportunity Fund (IOF).

Program Records

041 Ad Hoc/Miscellaneous Reports

- (a) Retain final report 6 years, destroy
- (b) Retain drafts and work notes until final report produced/accepted, destroy

042 Issue Papers

Retain 6 years, destroy

043 Oregon Highway Cost Allocation Study Records

- (a) Retain final document 6 years, destroy
- (b) Retain all other records 1 year after final document produced/accepted, destroy

044 Policy Notes Newsletter

Retain 2 years, destroy

045 Tax Comparison Studies

- (a) Retain final study 6 years, destroy
- (b) Retain all other records until final study produced/accepted, destroy

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Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Policy and Procedure Guidelines and Manuals

Staff Meeting Records

Payroll Records – OAR 166-300-0035

Leave Applications

Personnel Records – OAR 166-300-0040

Recruitment and Selection Records

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Highway Cost Allocation Study Model

Special Truck Weight Study

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Agency: Department of Transportation (ODOT)
Division: Central Services
Branch: Human Resources

Program Description

Human Resources is responsible for providing staffing and support to ensure the agency develops and maintains an effective, efficient work force adaptable to changes in the agency's mission and operational procedures. In addition, Human Resources provides technical services and advice concerning the administration of personnel, safety, and employee development. The branch is responsible for administering the elements that comprise ODOT's Human Resources; Business Operations, Employee Relations, Labor Relations, Human Resource Development, and Program Services.

Labor Relations and Classification staff provide assistance and expertise in the development and implementation of administrative policy concerning collective bargaining between labor unions and represented members of the Department's workforce. Staff develop awareness within the Department concerning labor contract administration and ensures compliance with the collective bargaining agreements adopted by the agency. The Labor Relations and Classification staff prepares responses to grievances concerning contract articles, provide testimony before arbitration hearings to the employment relation's board, and address issues not found under the union contract. Staff reviews and recommend all off duty/extraneous employment requests of staff for approval or denial. In addition, staff conducts classification/reclassifications for the Agency. Classification work includes processing requests by individuals/units and reviewing bulk studies to ascertain the validity of the requested action.

The Internal Civil Rights program is responsible for monitoring and ensuring ODOT's compliance with all requirements for EEO related programs including the Americans with Disabilities Act, Title VII, Affirmative Action, and Diversity. The program coordinates ODOT's internal civil rights actions/efforts, provides technical information and expertise to management staff, gathers information and prepares reports for submission to the Federal Highway Administration/the Governors Office/ODOT Executive Management Team. The Internal Civil Rights program is responsible for forming the individual ODOT division affirmative action drafts into a comprehensive plan meeting federal requirements.

Program Records

046 Diversity Council Records

Retain 5 years, destroy

047 Diversity Website Records

Retain until superseded, destroy

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Administrative Records - OAR 166-300-0015

Contracts and Agreements
Conference, Seminar, and Training Program Records
Correspondence

Financial Records - OAR 166-300-0025

Competitive Bid Records
Credit Card Records

Personnel Records - OAR 166-300-0040

Affirmative Action Records
Collective Bargaining Records
Recruitment and Selection Records

Risk Management Records - OAR 166-300-0045

SAIF Claim Records

Databases

Biz Trak System (Civil Rights)
HR Disciplinary Action
HR FMLA/OFLA
HR Excellence Nomination
HR Grievance
HR Lawsuit
HR Reclassification
HR Recruitment Tracking
HR Pathlore Learning Management System
HR Time Tracking
HRDU Training and Service Tracking System

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Agency: Oregon Department of Transportation (ODOT)

Division: Central Services

Branch: Information Systems

Program Description

Information Systems provides the business and technology technical expertise and tools, which assist agency personnel in the delivery of ODOT's products and services. The branch is responsible for developing IT applications, managing ODOT's enterprise system, providing hardware and software support, maintaining agency databases and storage mediums, and providing help desk and infrastructure support.

Program Records

048 Information Technology Executive Steering Committee (ITESC) Records

Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence

Staff Meeting Records

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: June 2017

Organizational Placement

Schedule #: 2005-0002

Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Information Systems
Unit: DMV Application Development

Program Description

DMV Application Development is responsible for the planning, development, support, and maintenance of all applications for project development, construction, operations, and maintenance areas within ODOT's Driver and Motor Vehicles Division (DMV). Application hardware platforms include IBM mainframe, NT servers, and PC workstations.

Program Records

049 Maintenance/Problem Log

Retain until superseded, destroy

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Contracts and Agreements

Financial Records – OAR 166-300-0025

Budget Preparation Records

Information Management Records - OAR 166-300-0030

Computer System Program Documentation

Information System Planning and Development Records

Software Management Records

Databases

REMEDY

The unit accesses all DMV databases based upon need to provide support/service.

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: June 2017

Organizational Placement

Schedule #: 2005-0002

Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Information Systems
Unit: E-Government

Program Description

E-Government is responsible for designing and implementing a standardized means for ODOT to deliver web-enabled government services to the public, business partners, and employees. Services for the public and business partners will be available through the agency's Internet site while employees will use the agency intranet. By applying electronic technologies to the delivery of services E-Government will provide enhanced delivery of ODOT services, improve interaction between ODOT and clients/business partners, empower citizens through information access, and increased efficiency in management of agency materials and resources. The unit develops policy and procedure recommendations which are forwarded to the IT Executive Steering Committee for approval.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Policy and Procedure Guidelines and Manuals

Information and Records Management Records - OAR 166-300-0030

Information System Planning and Development Records

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: June 2017

Organizational Placement

Schedule #: 2005-0002

Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Information Systems
Unit: Motor Carrier Application Development

Program Description

Motor Carrier Application Development is responsible for the planning, development, support, and maintenance of all applications development for project development, construction, operations, and maintenance areas within ODOT's Motor Carrier Transportation Division. Application hardware platforms include IBM mainframe, NT servers, and PC workstations.

Program Records

050 Information Resource Management Plan

Retain 5 years after superseded, destroy

051 Processing Schedule

Retain 1 year, destroy

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Information Management Records - OAR 166-300-0030

Computer System Program Documentation

Information System Planning and Development Records

Software Management Records

Databases

Motor Carrier Application Development accesses all databases applicable to/used by the Motor Carrier Division.

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: June 2017

Organizational Placement

Schedule #: 2005-0002

Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Information Systems
Unit: Office of Information Technology

Program Description

The Office of Information Technology is responsible for providing support services to ODOT's Information Systems branch including process improvement, customer support desk, contract management, computer security, and business operations/fiscal management.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence
Year 2000 (Y2K) Planning Records

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: June 2017

Organizational Placement

Schedule #: 2005-0002

Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Information Systems
Unit: Office of Information Technology
Office: Budget Operations and Fiscal Management

Program Description

The Office of Budget Operations and Fiscal Management is responsible for supporting the budget process within the Information Systems Branch. In addition, the office provides fiscal management assistance to all IS programs ensuring the use and implementation of sound fiscal policies regarding ODOT's information systems. The Business Operations program is responsible for overseeing the management of Human Resources for IS, processing the majority of IS purchases, processing payroll, and providing oversight of IS facilities and the branch's safety needs.

Program Records

052 Ad Hoc/Miscellaneous Reports

Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence

Financial Records – OAR 166-300-0025

Budget Allocation Records

Budget Preparation Records

Databases

TEAMS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: June 2017

Organizational Placement

Schedule #: 2005-0002

Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Information Systems
Unit: Office of Information Technology
Team: Computer Security

Program Description

Computer Security is responsible for providing technical expertise, oversight, and review of ODOT's computer security measures. The team maintains ODOT IS security guidelines, documents all changes to the agency firewall, and reviews and fills requests for access to Internet websites. The team focuses upon security at the desktop level.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence

Information Security Guidelines (see Policy and Procedure Guidelines and Manuals)

Information and Records Management Records – OAR 166-300-0030

Computer Security System Records

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: June 2017

Organizational Placement

Schedule #: 2005-0002

Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Information Systems
Unit: Office of Information Technology
Team: Computer Support Desk

Program Description

The Computer Support Desk provides technical expertise and customer service support to customers including ODOT staff and external entities including but not limited to the Department of Education and the trucking industry.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence

Policy and Procedure Manuals

Information and Records Management Records – OAR 166-300-0030

User Support Records

Personnel Records – OAR 166-300-0040

Employee Personnel Records

Databases

REMEDY

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: June 2017

Organizational Placement

Schedule #: 2005-0002

Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Information Systems
Unit: Office of Information Technology
Team: Contract Management Services (CMS)

Program Description

Contract Management Services is responsible for providing support and technical expertise concerning the development, execution, and administration of IT related personal service contracts with a value less than \$75,000. The Team assists the Support Service Branch in developing, executing, and administering IT personnel service contracts in excess of \$75,000. In addition the team manages contracts for IT services and maintains demographics on IT service contracts. The CMS team executes personal service contracts in an expeditious manner, acts as liaison between project managers and OPO, and provides consultations regarding the payment process.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Contracts and Agreements
Correspondence

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: June 2017

Organizational Placement

Schedule #: 2005-0002

Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Information Systems
Unit: Office of Information Technology
Program: Process Improvement

Program Description

Process Improvement is responsible for providing expertise and direction to ODOT staff regarding IT strategic planning, IT process improvement, the identification, collection and monitoring of IT service level measures, monitoring IT related service agreements, and directing the IT Process Improvement Group which shares ideas and promotes best IT practices.

Program Records

053 IT Process Improvement Group Records

Retain 5 years, destroy

054 IT Strategic and Information Resource Management Planning Records

(a) Retain final document 20 years, destroy

(b) Retain all other records 1 year after final document accepted, destroy

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: June 2017

Organizational Placement

Schedule #: 2005-0002

Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Information Systems
Unit: Technology Management

Program Description

Technology Management is responsible for providing technical expertise in support of ODOT's information systems technology infrastructure. The unit supports the ODOT network, data storage, agency servers, and personal computers, wireless/radio assets used by the Highway Division, Motor Carrier, and DMV. Technology Management provides storage and access for all of ODOT's electronic records.

Program Records

080 Change Management Records

Retain 2 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Staff Meeting Records

Databases

The Technology Management Unit access most of ODOT's databases as part of its mission duties.

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: June 2017

Organizational Placement

Schedule #: 2005-0002

Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Information Systems
Unit: Technology Management
Crew: Customer Service

Program Description

Customer Service provides expertise and guidance maintaining the point of contact between IT customers seeking services and the Technology Management Group. Customer Service is responsible for optimizing and facilitating services provided by Technology Management.

Program Records

055 Customer Service Reports

Retain 6 years, destroy

056 IS Project Records

Retain 1 year after project deliverable superseded, destroy

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence

Scheduling Records

Financial Records - OAR 166-300-0025

Budget Preparation Records

Information Management Records - OAR 166-300-0030

Telecommunications System Management Records

User Support Records

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: June 2017

Organizational Placement

Schedule #: 2005-0002

Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Information Systems
Unit: Technology Management
Program: Data Center

Program Description

The Data Center program is responsible for providing technical expertise in the operation, support, and routine maintenance of the peripheral equipment of ODOT's Enterprise Server (mainframe) computer.

Program Records

057 Controlled/Legal Documents (DMV) Inventory Records

Retain 5 years after superseded, destroy

058 Technology Management Monthly Status Report

Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: June 2017

Organizational Placement

Schedule #: 2005-0002

Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Information Systems
Unit: Technology Management
Program: Enterprise Systems

Program Description

Enterprise Systems provides technical expertise and leadership in the planning, development, and maintenance of ODOT's essential hardware/software components that deliver services to IS customers. Enterprise Systems manages ODOT's statewide UNIX and MS Windows servers. Enterprise Systems provides security and authorization and manages file and application servers. In addition, Enterprise Systems is responsible for the MS Exchange (e-mail) application for ODOT and administration of the SQL database. The program administers ODOT's virus protection program and distribution of electronic software. Enterprise Systems is responsible for maintaining all the phones, data lines, and network devices.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence

Policy and Procedure Guidelines and Manuals

Financial Records – OAR 166-300-0025

Budget Preparation Records

Correspondence

Information Management Records - OAR 166-300-0030

Computer System Program Documentation

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: June 2017

Organizational Placement

Schedule #: 2005-0002

Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Information Systems
Unit: Technology Management
Program: Field Services

Program Description

Field Services provides technical expertise and support to desktop computing assets and computer infrastructure components critical to the agency. The program provides installation support, consulting, and support of ODOT's desktop computers as well as the peripheral equipment associated with these computers. Personnel located in region and district offices provide in house service. Staff install software, perform enhancements, and trouble shoot problems.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence

Information Management Records - OAR 166-300-0030

Computer System Maintenance Records

User Support Records

Databases

REMEDY

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: June 2017

Organizational Placement

Schedule #: 2005-0002

Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Information Systems
Unit: Technology Management
Program: IT Purchasing and Asset Management

Program Description

IT Purchasing and Asset Management provides technical expertise, support, and oversight concerning the acquisition and use of IT assets by ODOT's Information Systems section.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence

Financial Records – OAR 166-300-0025

Competitive Bid Records

Purchasing Records

Vendor Reports

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: June 2017

Organizational Placement

Schedule #: 2005-0002

Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Information Systems
Unit: Technology Management
Program: Infrastructure and Availability

Program Description

Infrastructure and Availability provides technical expertise in determining the environment and infrastructure required by customers to ensure current and future IS services supporting the customer's business line. The unit develops plans for new technologies including upgrades of infrastructure and individual components including servers, mainframe, network and workstations. In addition the unit provides performance and capacity planning and disaster recovery planning.

Program Records

059 Master Infrastructure Plan Records

- (a) Retain final document 20 years after superseded, destroy
- (b) Retain all other records 1 year after final plan accepted, destroy

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence

Information and Records Management Records - OAR 166-300-0030

Computer System Program Documentation

Information System Planning and Development Records

Risk Management Records - OAR 166-300-0045

Disaster Recovery Plan (see Emergency Response Plans and Procedures)

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: June 2017

Organizational Placement

Schedule #: 2005-0002

Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Information Systems
Unit: Technology Management
Program: IT Purchasing and Asset Management

Program Description

IT Purchasing and Asset Management provides technical expertise, support, and oversight concerning the acquisition and use of IT assets by ODOT's Information Systems section.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence

Financial Records – OAR 166-300-0025

Competitive Bid Records

Purchasing Records

Vendor Reports

Databases

TEAMS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: June 2017

Organizational Placement

Schedule #: 2005-0002

Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Information Systems
Unit: Technology Management
Program: Network and Telecommunications

Program Description

The Network and Telecommunications program provides technical expertise and direction in the long range planning and integration of IT hardware and software by ODOT. The program assesses the agency's long-term technology needs and plans for meeting the needs of the agency these needs. The program annually updates ODOT's IT Strategic Plan and oversees the biannual preparation of the Information Resource Management Plan.

Program Records

060 ODOT IT Strategic Plan Records

- (a) Retain plan 20 years after superseded, destroy
- (b) Retain work notes, drafts, etc. 1 year after plan/any updates approved, destroy

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence

Information Management Records - OAR 166-300-0030

Information System Planning and Development Records

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: June 2017

Organizational Placement

Schedule #: 2005-0002

Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Information Systems
Unit: Technology Management
Program: Service Delivery

Program Description

Service Delivery provides technical expertise and customer support to ODOT IS customers. Service Delivery provides after hours support desk help; enterprise system wide backup; operation and backup of ODOT's mainframe, NT, AIX and UNIX servers and individual workstations. The program reviews, plans, scopes, and implements operational decisions to ensure system is operational 24 hours a day seven days a week to customers. The Service Delivery program provides technology management solutions and management thereby mitigating/eliminating material and human resource costs resulting from failures to meet IT system workloads.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Conference, Seminar, Training Program Records

Correspondence

Policy Development and Planning Records

Scheduling Records

Financial Records - OAR 166-300-0025

Budget Preparation Records

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: June 2017

Organizational Placement

Schedule #: 2005-0002

Agency: Oregon Department of Transportation (ODOT)

Division: Central Services

Branch: Information Systems

Unit: Technology Management

Program: Technology Support

Program Description

Technology Support provides support service to ODOT IS services. The program is responsible for maintaining, managing the System Management Facility (SMF) and the SYSLOG, log/records of systems use.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: June 2017

Organizational Placement

Schedule #: 2005-0002

Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Information Systems
Unit: Technology Management
Group: Wireless Communications

Program Description

Wireless Communications provides statewide technical support in the planning, installation, operation, and maintenance of wireless communications systems used for the transmission and reception of voice, telemetry, and data information. The group services wireless infrastructure and technology for ODOT and other government agencies by contract.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence

Financial Records - OAR 166-300-0025

Budget Preparation Records

Information Management Records - OAR 166-300-0030

Radio System Records

Telecommunications System Management Records

User Support Records

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: June 2017

Organizational Placement

Schedule #: 2005-0002

Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Information Services
Unit: Transportation Application Development

Program Description

Transportation Application Development is responsible for the planning, development, support, and maintenance of all computer applications for project development, construction, operations, and maintenance areas of ODOT except for the DMV and Motor Carrier Divisions. Application hardware platforms include IBM mainframe, NT servers, and PC workstations.

Program Records

- 061 Quarterly Status Presentations (Reports)**
Retain 2 years, destroy
- 062 Transportation Application Development Annual Report**
Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records
Contracts and Agreements
Correspondence
Policy and Procedure Guidelines and Manuals

Financial Records – OAR 166-300-0025

Budget Preparation Records

Information Management Records - OAR 166-300-0030

Computer System Program Documentation
Information System Planning and Development Records
Software Management Records

Databases

TEAMS
Time Tracking

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: June 2017

Organizational Placement

Schedule #: 2005-0002

Agency: Oregon Department of Transportation (ODOT)

Division: Central Services

Branch: Support Services

Program Description

Support Services is responsible for providing cost effective and efficient services in support of ODOT's multi-modal mission. The branch provides business services including the management of records and information, manages ODOT's fleet and provides fleet services, manages ODOT owned facilities, and manages construction and personal/professional service contracts.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Correspondence

Staff Meeting Records

Financial Records - OAR 166-300-0025

Budget Allocation Records

Budget Preparation Records

Personnel Records - OAR 166-300-0040

Affirmative Action Records

Employee Personnel Records

Recruitment and Selection Records

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: June 2017

Organizational Placement

Schedule #: 2005-0002

Agency: Department of Transportation (ODOT)
Division: Central Services
Branch: Support Services
Section: Business Services

Program Description

Business Services provides customer service and business products and services to internal and external customers in the disciplines of records and information management, management of informational resources, and graphics including photography. Staff provide technical expertise in the development and implementation of policies and procedures governing the management of records and information, the management and updating of delegation and sub-delegation orders, and the maintenance of ODOT's file manual. In 2003 ODOT reorganized several service areas. The Administrative Rules Coordinator was moved, organizationally, from DMV to the Business Services section. The Coordinator remains sited in DMV Headquarters but reports to the Business Services section.

Program Records

063 Jackson Scholarship Records

- (a) Retain financial records 6 years, destroy
- (b) Retain all other records 4 years, destroy

064 Quarterly Business Review

Retain 5 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Postal Records

Financial Records - OAR 166-300-0025

Budget Preparation Records

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: June 2017

Organizational Placement

Schedule #: 2005-0002

Agency: Department of Transportation (ODOT)
Division: Central Services
Branch: Support Services
Section: Business Services
Unit: Records Management and Documentation Services

Program Description

Records Management and Documentation Services provides technical expertise and services in the management of records and information, the development and operation of the ODOT's library/information resource center, reprographic services, photo/video services, and graphic design. Staff provide technical expertise and the transmittal of records and information. In addition, staff provide design and develop forms for ODOT's divisions and provide division staff with advice and direction in maintaining and managing records and information at the division level.

The Records Management and Documentation Services unit operates the ODOT General Files/History Center, an archives containing records having long-term administrative/historic value for the agency. Records held by the General Files/History Center include but are not limited to agreements, correspondence, budget information, maps, charts, case files and resolutions, and contract documents. Unit staff maintain and operate the Library/Information Resource Center, which provides agency staff with an in house source of reference materials pertaining to transportation. The Center provides materials in audio, video, and paper medium. Staff also provide photo/video services to agency and external customers by providing film documentation/production services including the creation of training videos. The unit provides graphic design services, producing and designing covers, illustrations, and graphics for agency manuals and publications. Customers provide the information and the graphics staff design/format the information into a useable product. Staff provide reprographic services including but not limited to the reduction of engineer drawings, and the duplication and scanning of large documents. In addition, unit staff duplicates data CDs'.

Program Records

065 History Committee Records
Retain 5 years, destroy

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: June 2017

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Correspondence

Library Loan Records (see Correspondence)

Policy and Procedure Guidelines and Manuals

Postal Records

Work Orders

Financial Records - OAR 166-300-0025

Budget Preparation Records

Invoices

Invoice Registers (Reports)

Information and Records Management Records - OAR 166-300-0030

Filing System Records

Forms Development Records

Records Management Records

Personnel Records - OAR 166-300-0040

Employee Personnel Records

Databases

General Files

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: June 2017

Organizational Placement

Schedule #: 2005-0002

Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Support Service
Section: Facilities Management

Program Description

Facilities Management is responsible for the construction, repair and oversight of facilities and provides facilities services to ODOT. Staff manage the construction of buildings and facilities, oversee/conduct statewide building improvements, and administer architectural and engineering contracts. Facilities are defined as any structure used by ODOT personnel and customers including radio towers. Roads and weighing equipment are not facilities. In addition, staff negotiate/coordinate leases, plan and allocate office and floor space, oversee building maintenance and maintenance contracts, and manage ODOT's electronic access systems and photo access cards.

Program Records

- 066 Americans with Disabilities Act (ADA) Assessments and Survey Records**
Retain until superseded, destroy
- 067 Asbestos Records**
Retain 30 years after removal/clean up of asbestos completed and verified, destroy
- 068 Biennial Report to Capital Projects Board**
Retain 4 years, destroy
- 069 Building/Facility Asbestos Records**
Retain 30 years after asbestos removal, destroy
- 070 Building/Facility Inspection Records**
Retain 6 years, destroy
- 071 Complaint Records**
Retain 3 years after resolution, destroy
- 072 Oregon State Police Security Audit Records**
Retain until superseded, destroy
- 073 Spill Prevention Contamination Containment Records**
Retain 30 years, destroy
- 074 Water Analysis Records (Rest Areas)**
Retain 6 years, destroy

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: June 2017

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Business Plan Records

Calendar and Scheduling Records

Conference, Seminar, and Training Program Records

Contracts and Agreements

Correspondence

Key Assignment Records

Policy Development and Planning Records (Strategic Plan Records)

Security Records

Staff Meeting Records

Facilities/Property Records - OAR 166-300-0020

Construction Plans (see Building Records)

Facility Work Orders

Financial Records - OAR 166-300-0025

Budget Preparation Records

Personnel Records – OAR 166-300-0040

Employee Personnel Records

Recruitment and Selection Records

Risk Management Records – OAR 166-300-0045

Emergency Response Plans and Procedures

State Accident Insurance Fund (SAIF) Claim Records

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: June 2017

Organizational Placement

Schedule #: 2005-0002

Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Support Services
Section: Fleet Services

Program Description

Fleet Services is responsible for the purchasing, care, and operation of ODOT's fleet assets. The ODOT fleet is defined as vehicles and equipment used within the department to fulfill business requirements. The section is comprised of ODOT's Storeroom, property distribution, surplus, sign shop, repair shops in Bend, La Grande, and Salem and field mechanics operating from remote sites providing fleet mechanic support. In addition, the section is responsible for fleet purchasing, maintaining and operating ODOT's heavy transportation assets, the movement of disabled equipment, and the transportation of aggregate materials for road construction.

Program Records

075 Operator Field Reports
Retain 2 years, destroy

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Contracts and Agreements
Correspondence

Databases

None

OREGON STATE ARCHIVES
Records Retention Schedule

Edition: June 2017

Organizational Placement

Schedule #: 2005-0002

Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Support Services
Section: Fleet Services
Unit: Fleet Operations

Program Description

Fleet Operations is responsible for the purchase and administration of ODOT's equipment and fleet, the oversight and management of property distribution and surplusing, and fleet acquisitions.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Contracts and Agreements

Correspondence

Facilities/Property Records - OAR 166-300-0020

Equipment/Property Disposition Records

Vehicle Records

Financial Records – OAR 166-300-0025

Purchasing Records

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: June 2017

Organizational Placement

Schedule #: 2005-0002

Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Support Services
Section: Fleet Services
Unit: Repair Shop/Field Mechanics

Program Description

Repair Shop/Field Mechanics are responsible for ensuring ODOT's fleet is available for use by conducting preventative maintenance checks and services and by providing repair services on ODOT vehicle assets. ODOT maintains repair facilities in Salem, Bend, and La Grande. In addition, ODOT has a staff of field mechanics assigned to yards and worksites throughout the state. The field mechanics provide onsite maintenance and repair ensuring agency assets remain operational with a minimum of down time.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Contracts and Agreements

Correspondence

Facilities/Property Records - OAR 166-300-0020

Equipment Maintenance Records

Vehicle Records

Databases

None

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: June 2017

Organizational Placement

Schedule #: 2005-0002

Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Support Services
Section: Fleet Services
Unit: Supply Operations

Program Description

Supply Operations is responsible for the Agency's storeroom and supply accounting, Transport Services and ODOT's Sign Shop. Supply Operations is responsible for ordering and managing materials inventory including but not limited to sensitive documents, signs, and specialty items. Transport Services is responsible for the operation of ODOT's under bridge inspection assets consisting of snooper cranes. The program operates the agency mobile auger unit used for bridge/sign support excavation, the removal of guard rail posts, and any hole boring 36 inches or less in diameter. In addition, Transport Services provides statewide transport and delivery of products, equipment, and agency assets. During emergency conditions the unit provides 24-hour delivery service. The unit provides enclosed transport, the transporting of heavy equipment, and delivery of mobile offices and labs. In addition, Transport Services moves disabled vehicles and equipment to ODOT and DAS surplus property sites and transports aggregate for road maintenance operations.

ODOT's Sign Shop is responsible for manufacturing, managing the inventory, and delivery by order of signs used by ODOT including specialty signs designed and manufactured to specifications established by agency engineers.

Program Records

None

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Conference, Seminar, and Training Records

Contracts and Agreements

Correspondence

Facilities/Property Records - OAR 166-300-0020

Equipment/Property Disposition Records

Gas Cards (see Vehicle Records)

Financial Records - OAR 166-300-0025

Invoices

Databases

Prototype EMS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: June 2017

Organizational Placement

Schedule #: 2005-0002

Agency: Oregon Department of Transportation (ODOT)
Division: Central Services
Branch: Support Services
Office: ODOT Procurement

Program Description

ODOT Procurement is responsible for purchasing products and services and managing all contracts for personal/professional services, trade service contracts or agreements, public works contracts, scoping and letting of contracts for highway and bridge construction and major renovation projects, and contracts for goods. Using formal and informal competitive processes the section issues Requests for Proposals. Formal solicitations for personal and professional services are advertised in the Daily Journal of Commerce, the DAS ORPIN, and the ODOT web site. Informal solicitations are advertised on the VIP and ODOT web site. Solicitations for trade services, public works, and goods are posted using Invitations to Bid, Requests for Proposals, and alternative contracting processes.

Program Records

076 Ad Hoc Reports

Retain 6 years, destroy

077 Contracted Bid Records

- (a) Retain awarded contract bid records including subcontractor letting records 10 years after project completed, destroy
- (b) Retain rejected/denied bid proposals and applications 6 years, destroy
- (c) Retain prequalification records 4 years after revoked/superseded, destroy
- (d) Retain challenged/contested awarding (complaint) records 3 years after resolution, destroy

078 Highway Construction Project Contracts and Agreements

- (a) Retain highway construction contract transitory records including, but not limited to, transmittal letters, unit price and cost data, progress payment estimates, payment vouchers, subcontracts, and contract change orders 20 years after final payment made for state funded projects/federal acceptance of federally funded projects, destroy
- (b) Retain contracts and agreements documenting highway construction 20 years after project completion, destroy
- (c) Retain all other contracts and agreements 6 years after expiration, destroy
Caution: Agencies who enter into contracts with the federal government must ensure their contracts and agreements meet federal requirements specified in the Code of Federal Regulations.

079 Specification/Make Change Records

Retain 10 years after project completion, destroy

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: June 2017

State Agency General Records Retention Schedule Records

Administrative Records - OAR 166-300-0015

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Staff Meeting Records

Telecommunications Logs

Financial Records - OAR 166-300-0025

Competitive Bid Records

Purchasing Records

Vendor Reports

Databases

TEAMS

PCS

Trns*port

PCMS