

Department of Transportation, Communications Division
Records Retention Schedule 2002-0016
Effective Date: June, 2003

Organizational Placement

Schedule #: 2003-0004

Agency: Department of Transportation (ODOT)

Division: Communications

Program Description:

The Communications Division is responsible for educating and informing the public and other agencies concerning the Oregon Department of Transportation's programs, projects, issues, actions, and policies. The Communications Division produces and oversees ODOT's internal and external communications, including the agency's Intranet and Internet. The Division is comprised of two sections, Public Affairs and Business.

Program Records

None

Databases

None

State Agency General Records Retention Schedule Records:

Administrative Records - OAR 166-300-0015

Correspondence

Policy and Procedure Guidelines and Manuals

Organizational Placement

Schedule #: 2003-0004

Agency: Department of Transportation (ODOT)

Group: Headquarters

Division: Communications

Section: Business Management

Program Description:

The Business Management Section provides executive and administrative support to the Oregon Department of Transportation Office of the Director and Communication Division. The section provides resources to ODOT's Director, Executive Deputy Director, Chief of Staff, and the Oregon Transportation Commission. In addition the section manages all fiscal, technical, facilities, and personnel matters involving the Office of the Director and Communication Division.

The Business Management section contains the ODOT Citizen Representative responsible for providing ombudsman/advocate services for the public regarding questions, concerns, and issues involving ODOT and the public at large. The Citizens Representative operates the ASK ODOT phone line, answers email and other correspondence, and forwards correspondence to the appropriate agency authority. The Citizen Representative facilitates the accurate and timely response by the agency to questions, concerns, and issues the public has about ODOT, its mission, and actions.

Program Records

001 Citizens Representative Records

- (a) Retain dispute/complaint records 3 years after resolution, destroy
- (b) Retain monthly reports 2 years, destroy

Databases

TEAMS (Central Services)

State Agency General Records Retention Schedule Records:

Administrative Records - OAR 166-300-0015

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

Facility/Property Records – OAR 166-300-0020

Facility Works Orders

Financial Records - OAR 166-300-0025

Budget Allotment Records

Budget Preparation Records

Correspondence

Payroll Records – OAR 166-300-0035

Employee Payroll Records

Personnel Records - OAR 166-300-0040

Employee Personnel Records

Selection and Recruitment Records

Organizational Placement

Schedule #: 2003-0004

Agency: Department of Transportation (ODOT)

Division: Communications

Section: Public Affairs

Program Description:

The Public Affairs section is responsible for ensuring ODOT's commitment to provide accessibility by informing the public and news media regarding incidents, events, and projects involving the Oregon Department of Transportation and its mission to maintain a safe and effective multi-modal transportation infrastructure within Oregon. Public Affairs maintains and provides information on incidents and emergencies, highway conditions, closures, restrictions, and construction and maintenance projects. In addition Public Affairs provides internal communications for ODOT personnel via electronic newsletters and email.

Program Records

002 Communications Plan

Retain 10 years after project completion, destroy

003 *Inside ODOT* Electronic Newsletter

Retain until superseded or obsolete, destroy

004 Intranet and Internet Website Records

Retain until superseded or obsolete, destroy

005 *Transcripts* Newsletter

Retain 5 years, destroy

Databases

TEAMS (Central Services)

State Agency General Records Retention Schedule Records:

Administrative Records - OAR 166-300-0015

Contracts and Agreements

Correspondence

Mailing Lists

Publication Preparation Records

Press Releases

Staff Meeting Records

Financial Records OAR 166-300-0025

Budget Preparation Records