

Oregon Department of Transportation
Motor Carrier Transportation Division
Records Retention Schedule 2008-0007
Effective Date: December 2008
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OREGON STATE ARCHIVES

Records Retention Schedule

Edition: December 2008

Expires: December 2013

Organizational Placement

Schedule number: 2008-0007

Agency: Oregon Department of Transportation
Division: Motor Carrier Transportation Division (MCTD)
Section: Administration

Program Description

The Motor Carrier Transportation Division regulates the trucking industry and enforces related laws and regulations regarding commercial vehicle size and weight, registration, safety, economic regulation of household movers and passenger carriers, fuel taxes under the International Fuel Tax Agreement, and weight-mile taxes. The division issues truck licenses, trip permits, temporary passes and over-dimension variance permits; collects registration fees, weight-mile taxes and road use assessment fees; processes required mileage reports; and enforces the filing of proof of insurance and security bonds. The division audits weight-mile tax reports to verify payments all motor carriers are required to make to the State and, as a participant in the International Registration Plan and International Fuel Tax Agreement, audits registration documents and fuel tax reports to verify payments Oregon-based motor carriers make to the division for distribution to other states and provinces for the carrier operations outside Oregon. At Motor Carrier Transportation Division field offices, ports of entry and weigh stations, division enforcement officers and safety specialists inspect trucks for compliance with safety, size and weight regulations. The division also conducts comprehensive safety audits at motor carriers' terminals to check compliance with safety, driver qualifications, hours of service, hazardous materials handling, drug and alcohol testing, and vehicle maintenance regulations.

The International Registration Plan is a reciprocity agreement between 48 states in the U.S., the District of Columbia and several Canadian provinces providing for payment of apportionable fees on the basis of total distance operated in all jurisdictions. The International Fuel Tax Agreement is an agreement between 48 states and several Canadian provinces to simplify the reporting of fuel used by motor carriers operating in more than one jurisdiction.

Program Records

- 001 Division Administrator Ad Hoc Notes**
Retain 2 years from date created, destroy
- 002 Oregon Motor Carrier Transportation Advisory Committee (MTAC) Records**
1996 - [ongoing] 1.5 c.f.
 - (a) Retain minutes and agendas permanently, transfer to State Archives after 10 years
 - (b) Retain all other records 5 years from date of meeting, destroy
- 003 Motor Carrier News Newsletter Records**
Retain 2 years from date of newsletter, destroy
- 004 Quarterly Business Review Records**
Retain 5 years from date created, destroy
- 005 Trucking Online System Records**
Retain 1 year after system superseded or obsolete, destroy
- 006 Website Records**
Retain until superseded, destroy

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: December 2008

Expires: December 2013

State Agency General Records Retention Schedule Records

Includes but is not limited to

Administrative Records (OAR 166-300-0015)

Business Plan Records

Calendar and Scheduling Records

Contracts and Agreements

Correspondence

Legislative Tracking Records (Legislative Testimony)

Policy Development and Planning Records (Strategic Planning)

Press Releases

Publication Preparation Records

Staff Meeting Records (Management Team Meeting Records)

Financial Records (OAR 166-300-0025)

Budget Allocation Records

Budget Preparation Records

Grant Records

Personnel Records (OAR 166-300-0040)

Employee Personnel Records

Recruitment and Selection Records

Databases:

PPDB

TEAMS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: December 2008

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Organizational Placement

Schedule number: 2008-0007

Agency: Oregon Department of Transportation
Division: Motor Carrier Transportation Division (MCTD)
Section: Motor Carrier Audit

Program Description

The Motor Carrier Audit section ensures that all trucking companies operating in Oregon are in compliance with weight-mile reporting and Oregon registration requirements. Auditors also check to ensure Oregon based carriers are in compliance with the International Registration Plan (IRP) and the International Fuel Tax Agreement (IFTA). The agreements require at least 3% of the base population is audited.

Pre-audit reviews and audits are conducted by geographic area. Each geographic area is on a three year cycle. Audit periods vary but generally encompass three years of tax filings. Motor carriers submit tax reports to the Motor Carrier Transportation Division. The Motor Carrier Audit Section, in turn, reviews the tax reports and compares them to the internal records of MCTD. Pre-work is done reviewing the records to determine if auditors need to review a motor carriers records.

Audit staff are located in Portland, Salem, Springfield and Pendleton. When necessary, auditors travel to motor carrier offices to review records in order to ensure compliance. If travel out of state is required, the cost of travel is charged to the motor carrier undergoing the audit review.

The Motor Carrier Audit Section is responsible for managing the Divisions records.

Program Records

007 Ad Hoc Reports

Retain 5 years from date created, destroy

008 Biannual Flat Fee Report

Retain 10 years from date of report, destroy

009 Final Orders (Orders prior to 1996 retained by PUC) 1996 – [ongoing]

1 c.f.

(a) Retain precedent setting orders permanently, transfer to State Archives after 50 years

(b) Retain all others 6 years after account closure, destroy

010 Highway Use Statistical Report

Retain 6 years from date of report, destroy

011 Motor Carrier Audits

(a) Retain MCTD Carrier Audits 6 years after account closure, destroy

(b) Retain auditor notes and work papers 60 days after audit becomes final

012 Project/Job Tracking Records

Retain until superseded or obsolete, destroy

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Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Databases:

TEAMS

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: December 2008

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Organizational Placement

Schedule number: 2008-0007

Agency: Oregon Department of Transportation
Division: Motor Carrier Transportation Division (MCTD)
Section: Complaint Resolution/Economic Regulation

Program Description

The Complaint Resolution/Economic Regulation section is responsible for the processing and resolution of safety civil enforcement actions involving motor carriers initiated by other sections within MCTD. Motor Carrier Compliance Specialists review motor carrier equipment and records to ensure carriers are in compliance with state and federal requirements. Case files are created in instances when motor carriers are found to be in violation of state or federal standards. When findings are contested the case is forwarded to the Complaint Resolution/Economic Regulation Section for review and issuance of finding. Motor carriers may admit and fix the issue or request a hearing. If a hearing is held, the Administrative Law Judge's findings are filed with the section and a Final Order is issued by the Section. Section staff can issue penalties and suspension of authority to motor carriers unwilling or able to take corrective action. In addition, staff investigate and process enforcement actions regarding non-safety violations. Section staff also administer rules and statutes governing the rates, routes and services of household good movers and full service scheduled passenger motor carriers (e.g. Greyhound).

Program Records

- 013 COD Bond Records**
Retain 6 years after bond satisfied/forfeited, destroy
- 014 Complaint Resolution (Case Files) Records**
Retain 10 years after resolution, destroy
- 015 Economic Regulation Records**
 - (a) Retain approved carrier applications 6 years after carrier account closed, destroy
 - (b) Retain all other approved carrier records 6 years from date created, destroy
 - (c) Retain denied/withdrawn carrier applications 6 years from application date, destroy
- 016 Final Orders (Orders prior to 1996 retained by PUC)**
1996 – [ongoing] 1 c.f.
 - (a) Retain precedent setting orders permanently, transfer to State Archives after 50 years
 - (b) Retain all others 10 years after superseded or obsolete, destroy
- 017 Rate Audit Records**
Retain 6 years after superseded or obsolete, destroy
- 018 Tariff Records**
Retain 6 years after superseded or obsolete, destroy

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Correspondence

Databases:

AUTHORITY COMPLIANCE

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Agency: Oregon Department of Transportation
Division: Motor Carrier Transportation Division (MCTD)
Section: Complaint Resolution/Economic Regulation
Unit: Farm Certification

Program Description

The Farm Certification unit is responsible for reviewing and determining that applications for farm vehicle registrations meet the statutory criteria and that farmers comply with allowable use statutes and rules. The unit reviews farm vehicle applications and issues farm certifications when applicants meet all requirements. Applications passing review by unit staff are issued a farm use certificate, which enables the vehicle to be licensed by DMV as a Farm Vehicle. Applications are reviewed for commodity type and the numbers of acreage under production. In addition, staff ensure farmers comply with statutes and rules governing the use of farm-registered vehicles.

Program Records

019 Farm Certification Records

Retain 3 years after expiration, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to

Administrative Records (OAR 166-300-0015)
Calendar and Scheduling Records
Correspondence

Databases:

FARM CERTIFICATION

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Agency: Oregon Department of Transportation
Division: Motor Carrier Transportation Division (MCTD)
Section: Field Motor Carrier Services

Program Description

Field Motor Carrier services operates and maintains sites, facilities and systems including ports of entry, weigh stations, field registration offices, and field offices. Field Services operates three field registration offices, enforces truck size and weight standards, safety requirements, and tax and registration. Information collected by staff facilitates the collection of highway use tax and facilitates safety audits conducted by the Division. Field Motor Carrier Services fulfills the federal requirement for ODOT to maintain a program regulating the size and weight compliance of commercial truck traffic.

Field Motor Carrier Services regulates commercial vehicle weight compliance via a system of fixed and portable weigh stations. Fixed weigh stations include weigh stations (both with and without buildings) and Ports of entry operated by the MCTD. Field Motor Carrier staff drive to the sites and connect laptops to the scales. Enforcement uses portable wheel scales at non-fixed sites to set up temporary weigh work zones at pull outs, etc. Warnings and citations are issued to non-compliant motor carriers by ODOT staff.

Program Records

020 Citation Records

Retain 6 years, destroy

021 Vehicle Weight Records

Retain 6 years, destroy

022 Warning Records

Retain 6 years, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Correspondence

Policy Development and Planning Records

Personnel Records (OAR 166-300-0040)

Employee Personnel Records (Performance Evaluation Records)

Databases:

SAFETYNET (Maintained by FMCSA)

MCSRoadProdPri (truck weigh data)

Size & Weight CERTIFICATION (Maintained by FHWA)

SIZE & WEIGHT PLAN (Maintained by FHWA)

TEAMS

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Agency: Oregon Department of Transportation
Division: Motor Carrier Transportation Division (MCTD)
Section: Safety

Program Description

The Safety Section is responsible for mitigating the hazards, risks inherent in motor carrier traffic on Oregon's roads. Section staff provide expertise and oversight to ensure motor carrier equipment and terminals do not pose unnecessary hazards. Section staff are responsible for creating Oregon's Commercial Vehicle Safety Plan. In addition, staff create educational materials and provide outreach to educate and inform the public how to mitigate the hazards of traveling with motor carriers.

Program Records

023 Accident Investigation Records

Retain 10 years, destroy

024 Commercial Vehicle Safety Plan Records

(a) Retain final, adopted plan 20 years, destroy

(b) Retain drafts/work notes/issue papers 1 year after adoption of plan, destroy

025 Safety/Compliance Inspection Records

(a) Retain driver/vehicle inspection records 3 years, destroy

(b) Retain compliance review/investigation records 5 years, destroy

026 Radioactive Permit Records

Retain 5 years after expiration, destroy

027 Truck Safety Hotline Records

Retain 3 years after call/action taken, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to

Administrative Records (OAR 166-300-0015)

Calendar and Scheduling Records

Conference, Seminar and Training Program Records

Correspondence

Financial Records (OAR 166-300-0025)

Grant Records

Databases

SAFETY NET

TEAMS

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Agency: Oregon Department of Transportation
Division: Motor Carrier Transportation Division (MCTD)
Section: Safety
Program: Green Light

Program Description

The Green Light program is an intelligent transportation system providing weigh-in-motion preclearance for prequalified motor carriers. Established in using funds apportioned by Congress between 1995 and 1997, Green Light became operational in 1998. The Green Light program enables pre qualified motor carriers and the Motor Carrier Transportation Division staff to operate more efficiently.

The Green Light program distributes transponders to qualified motor carriers which assume ownership of the transponders. The transponders are mounted inside trucks and relay an 8 to 12 digit number identifying the truck and company. If the truck passes the size and weight screening and a check of the motor carrier's registration and safety records it is "green lighted" to pass the weigh station. Scales mounted in the roadway weigh the trucks in-motion.

Program Records

028 Weigh-In-Motion Data Records

- (a) Retain raw data 100 days at roadside server, destroy
- (b) Retain research data 1 year, destroy

029 Green Light Application Records

Retain approved applicant records 6 years after superseded or obsolete, destroy

030 Green Light Transponder Records

- (a) Retain transponder records with tax accounts 6 years, destroy
- (b) Retain transponders without tax accounts 1 year after superseded or obsolete, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to

Administrative Records (OAR 166-300-0015)

Business Plan Records

Calendar and Scheduling Records

Correspondence

Legislative Tracking Records (Legislative Testimony)

Policy Development and Planning Records (Strategic Planning)

Staff Meeting Records (Management Team Meeting Records)

Financial Records (OAR 166-300-0025)

Budget Allocation Records

Budget Preparation Records

Personnel Records (OAR 166-300-0040)

Employee Personnel Records

Recruitment and Selection Records

OREGON STATE ARCHIVES
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Databases:

TEAMS

TRANSPONDER RECORDS

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Schedule number: 2008-0007

Agency: Oregon Department of Transportation
Division: Motor Carrier Transportation Division (MCTD)
Section: Salem Motor Carrier Services

Program Description

Salem Motor Carrier Service is responsible for providing technical expertise and support services to the Division and commercial motor carriers through a variety of programs and functions. The section registers heavy trucks per ORS 803 and 826, the International Fuels Tax Agreement, and the International Registration Plan. The section is composed of the following units: Over Dimensional Permits, Carrier Maintenance, Support Services, Vehicle Registration, and Registration Services. Motor Carrier Account Management Records include but are not limited to permits, certifications, bond or insurance records. Motor Carrier Operational Records include but are not limited to tax reports and documentation of individual vehicle actions.

The Carrier Maintenance unit provides data entry, technical expertise and bond, insurance, and tax assistance to motor carriers operating within and through Oregon. In addition, unit staff oversees the administration of and collection of fees per the International Fuel Tax Agreement (IFTA) and the deposits of weight mile taxes, including the financial accounting function of the cashier office.

The Over Dimensional Permits unit protects the highway infrastructure and public by regulating truck size, weight and routes of travel for oversized vehicles and loads per ORS 818.

Registration Services is responsible for the registration of heavy motor carrier vehicles in Oregon in compliance with the motor vehicle code and International Registration Plan (IRP).

Program Records

- 031 Motor Carrier Account Management Records**
Retain 6 years after account closure, destroy
- 032 Motor Carrier Operational Records**
 - (a) Retain heavy highway vehicle schedules 3 years, destroy
 - (b) Retain all other records 6 years, destroy
- 033 Cite/Suspension Reports**
Retain 3 years after report created
- 034 International Fuel Tax Agreement (IFTA) Tax Rate Testing Records**
Retain until peer review is finalized, destroy
- 035 International Registration Plan Fee Module Testing Records**
Retain until peer review is finalized, destroy
- 036 Non-Sufficient Fund Check Log**
Retain 6 months, destroy
- 037 Over Dimensional Permit Applications**
Retain 6 years after effective date, destroy

OREGON STATE ARCHIVES

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038 Over Dimensional Vehicle Restriction Records

- (a) Retain notices 6 years, destroy
- (b) Retain daily restriction lists 1 year, destroy

State Agency General Records Retention Schedule Records

Includes but is not limited to

Account Reconciliation Records
Accounts Receivable Reports
Administrative Records
Budget Allocation Records
Budget Preparation Records
Business Plan Records
Calendar and Scheduling Records
Contracts and Agreement
Correspondence
Employee Personnel Records
Financial Records
Legislative Tracking Records (Legislative Testimony)
Personnel Records
Policy Development and Planning Records (Strategic Planning)
Recruitment and Selection Records
Staff Meeting Records (Management Team Meeting Records)
Telephone Logs

Databases:

Highway Use Tax
OD Permit Permitting Service
OD Permit Access
PUCCICS
Symposium
TEAMS