

OREGON STATE ARCHIVES

Records Retention Schedule

Edition: 7/17/03

Expires: 7/17/08

Organizational Placement

Schedule #: 2002-0020

Agency: Oregon Department of Transportation (ODOT)

Division: Transportation Safety (TSD)

Program Description:

The Transportation Safety Division (TSD) provides information, direct services, technical expertise, and grants and contracts to the public and to partner agencies and organizations working to increase transportation safety. More than half the funding comes from federal highway funds designated for safety programs. The Division administers more than 550 grants and contracts each year to agencies, programs, and groups, which deliver transportation safety related programs to Oregon citizens. The Division operates under ORS's 184.615, 802.110 - .345, and OAR 737.

Operations provides support, technical and informational services, staffing, and oversight for the field programs and TSD administration. Personnel work with partner agencies, advisory committees, local traffic safety committees, and numerous volunteer, community, and non-profit entities, which are dedicated to increasing the safety of Oregonians upon highways. Field Programs encompass service programs, which are responsible for providing technical expertise, guidance, grants, and contract delivery, assistance in securing program funding, development, and implementation of the transportation safety program areas fostered and managed by the Transportation Safety Division.

The Division works to improve safety upon state highways through promoting and supporting education, enforcement, and engineering efforts addressing transportation safety issues.

Records Description:

Program Records

001 DUII Control System Performance Measures for Oregon Counties

- (a) Retain final document 10 years, destroy
- (b) Retain all other records 1 year after acceptance of final document, destroy

002 Oregon Transportation Safety Committee Records, 1993 – [ongoing] 1.0 c.f.

- (a) Retain minutes permanently, transfer to State Archives after 10 years
- (b) Retain other records 5 years, destroy

003 Oregon Traffic Safety Data Book

- (a) Retain final document 10 years, destroy
- (b) Retain all other records 1 year after acceptance of final document, destroy

004 Oregon Traffic Safety Legislative Summary

- (a) Retain final document 6 years, destroy
- (b) Retain all other records 1 year after acceptance of final document, destroy

005 Oregon Traffic Safety Performance Plan Records, 1998– [ongoing] .25 c.f.

- (a) Retain annual evaluation records permanently, transfer to State Archives after 10 years
- (b) Retain final document 10 years, destroy
- (c) Retain drafts, work notes, etc 5 years after acceptance of final document, destroy

006 Web Site Records

Retain until superseded or obsolete, destroy

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Databases Used

Crash Data (Transportation Development Division)

TEAMS (Central Services Division)

State Agency General Records Retention Schedule Records:

Administrative Records - OAR 166-300-0015

Business Plan Records

Conference, Training, and Seminar Records

Contracts and Agreements

Correspondence

Policy Development and Planning Records

Policy and Procedure Guidelines and Manuals

Press Releases

Scheduling Records

Financial Records - OAR 166-300-0025

Budget Allocation records

Budget Preparation records

Grant Records

Invoice Records

Purchasing Records

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Schedule #: 2002-0020

Agency: Oregon Department of Transportation (ODOT)

Division: Transportation Safety

Program: Bicyclist Safety

Program Description:

The Bicyclist Safety program is responsible for increasing bicyclist safety by promoting public education and awareness through presentations, information campaigns, training, and supporting enforcement efforts on bicycle safety issues involving stakeholders, law enforcement personnel, and the public at large. The program provides technical assistance and advice concerning safety issues, federal and state regulations, programs, and resources available to government agencies and the public. In addition, the Bicyclist Safety program provides grant funding to local grass roots educational efforts by promoting safe bicycling. The Bicyclist Safety program operates under ORS 802.325.

The Bicyclist Safety program has identified a number of issues and problems relating to bicyclist safety in Oregon and has the goal of reducing injuries suffered by bicyclists in crashes by developing strategies intended to increase public awareness and education in addition to promoting informed, effective enforcement by public safety agencies. The Bicycle and Pedestrian Advisory Committee, part of the Bicycle and Pedestrian program in ODOT's Highway Division Traffic Management Section, provides oversight and advice on program goals and objectives.

Records Description:

Program Records

None

Databases Used

Grant Management

State Agency General Records Retention Schedule Records:

Administrative Records - OAR 166-300-0015

Correspondence

Conference, Seminar, and Training Program Records

Press Releases

Financial Records - OAR 166-300-0025

Grant Records

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Agency: Oregon Department of Transportation (ODOT)

Division: Transportation Safety

Program: Community Traffic Safety

Program Description:

The Community Traffic Safety program is responsible for promoting systematic approaches by communities to identify, address, and promote local traffic safety issues. The program provides expertise and funding to increase community traffic safety through education, enforcement, and engineering. The Community Traffic Safety program seeks to create an environment which assists, fosters, and sustains Community Traffic Safety Groups throughout Oregon. Currently the program supports groups in over fifty communities by providing technical support, guidance, training, and incentive funding. In addition, there are numerous neighborhood association safe community programs which the Community Traffic Safety program supports.

Records Description:

Program Records

007 Division Media Plan

Retain current and past previous, destroy

008 Traffic Safety Survey Records

(a) Retain annual report 10 years, destroy

(b) Retain questionnaires until production of final document, destroy

Databases Used

None

State Agency General Records Retention Schedule Records:

Administrative Records - OAR 166-300-0015

Conference, Training, and Seminar Records

Correspondence

Policy and Procedure Guidelines and Manuals

Transportation Safety Action Plan (see Policy Development and Planning Records)

Public Service Announcements (see Press Releases)

Scheduling Records

Telecommunications Logs

Financial Records - OAR 166-300-0025

Grant Records

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Organizational Placement

Agency: Oregon Department of Transportation (ODOT)

Division: Transportation Safety

Program: Driver Education

Schedule #: 2002-0020

Program Description:

The Driver Education program is responsible for implementing consistent, statewide standards for driver education curriculum and instructors to improve driver education programs thereby reducing the number of fatal and injury crashes experienced by first time drivers. The program accomplishes its mission by coordinating driver education course content, training and certifying driver education instructors, certifying driver education providers, providing oversight and periodic audits of all approved driver education providers, providing public information and education, and maintaining oversight of student driver training funds for reimbursement of approved driver training programs. In addition, the program serves as a point of contact and public information source for issues regarding driver education. The program operates in response to ORS 802.345.

Records Description:

Program Records

009 Driver Education Instructor Records

Retain 3 years after separation, destroy

010 Driver Education Program Records

Retain 5 years, destroy

Databases Used

REIMBURSEMENT

State Agency General Records Retention Schedule Records:

Administrative Records - OAR 166-300-0015

Correspondence

Policy and Procedure Guidelines and Manuals

Policy Development and Program Records

Financial Records - OAR 166-300-0025

Reimbursement Records (see Receipts)

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Schedule #: 2002-0020

Agency: Oregon Department of Transportation (ODOT)

Division: Transportation Safety

Program: Employer Safety

Program Description:

The Employer Safety program is responsible for assisting and encouraging employers to promote transportation safety within their workforce by providing public information and training to employers and safety officers who in turn provide training and information to employees concerning work related transportation safety issues. The program intends for employees to share the information received at work on transportation safety issues with family members in an effort to reduce the number of employee families involved in crashes and the associated costs to businesses' in human and financial resources.

Nationally, traffic crashes are the leading on the job injury and the Employer Safety program seeks to reduce the number of on the job vehicle related crashes while increasing the number of companies participating in proactive safety efforts. The Employer Safety program provides funding and resources to ensure training and awareness of employees and their family's on safety issues concerning motor vehicles.

The program is funded under Section 402 of the Transportation Equity Act for the 21st Century, which provides funds to assist states, counties, and communities in proactive efforts to mitigate traffic safety issues.

Records Description:

Program Records

011 Oregon Employers Transportation Safety Advisory Committee Records

Retain 5 years, destroy

Databases Used

None

State Agency General Records Retention Schedule Records:

Administrative Records - OAR 166-300-0015

Conference, Seminar, and Training Program Records

Correspondence

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Agency: Oregon Department of Transportation (ODOT)

Division: Transportation Safety

Program: Equipment Safety Standards

Program Description:

The Equipment Safety Standards program is responsible for providing information to public agencies and private entities on vehicle and safety equipment standards. Ultimately, the program is charged with the development and implementation of comprehensive, up-to-date vehicle and safety equipment standards and codes for Oregon. The program works with the Legislative Assembly, Attorney General, Driver and Motor Vehicles Division, law enforcement, and other stakeholders in developing vehicle and safety equipment standards and codes.

The program provides public and private stakeholders with information and data regarding equipment safety issues in addition to maintaining and updating, through ODOT's Administrative Rule Coordinator, administrative rules pertaining to safety equipment issues. The Equipment and Standards program is responsible for defining the Transportation Safety Divisions role in vehicle and safety equipment issues as needed. In addition, the program is responsible for studying the feasibility of developing and implementing a statewide vehicle equipment inspection program.

Records Description:

Program Records

None

Databases Used

None

State Agency General Records Retention Schedule Records:

Administrative Records - OAR 166-300-0015

Correspondence

Policy and Procedure Guidelines and Manuals

Policy Development and Planning Records

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Agency: Oregon Department of Transportation (ODOT)

Division: Transportation Safety

Program: Impaired Driving (Driving Under the Influence of Intoxicants [DUII])

Program Description:

The Impaired Driving program seeks to reduce the percentage of traffic fatalities involving alcohol or other drugs. The program is responsible for assisting to maintain and enhance DUII enforcement levels, ensure the availability and use of up-to-date DUII enforcement technologies and practices, and increase the number of Oregon certified Drug Recognition Experts.

The program provides assistance and support to establishing and maintaining an effective, aggressive system of programs and efforts aimed at the reduction of traffic crash fatalities due to impaired vehicle operation. The program supports the creation and implementation of DUII related statutes, DUII enforcement, and the prosecution and adjudication of DUII offenders by providing funding and technical expertise to existing programs which act to counter the threat on Oregon roadways posed by DUII drivers. In addition, the program manager is a member of the Oregon DUII Multi-Disciplinary Task Force, which is comprised of government and civilian representatives fostering education and discussion on DUII matters. The program manager staffs the Governors Advisory Committee on DUII.

Records Description:

Program Records

012 Governor's Appointed Advisory Committee on DUII, 1983 – [ongoing] .5 c.f.

- (a) Retain minutes permanently, transfer to State Archives after 10 years
- (b) Retain all other records 5 years, destroy

Databases Used

None

State Agency General Records Retention Schedule Records:

Administrative Records - OAR 166-300-0015

Conference, Seminar, and Training Program Records

Contracts and Agreements

Correspondence

Public Service Announcements (see Press Releases)

Financial Records - OAR 166-300-0025

Grant Records

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Agency: Oregon Department of Transportation (ODOT)

Division: Transportation Safety

Program: Law Enforcement Traffic Services/Speed

Program Description:

The Law Enforcement Traffic Services program provides resources and support funding for law enforcement training, materials and equipment acquisitions, and training for judicial personnel to reduce the number of injuries, deaths, and property damage resulting from automobile crashes.

The Speed program seeks to reduce the percentage of traffic crashes resulting in fatalities and injuries and to reduce the number of drivers exceeding posted speed limits on non-freeway elements of the state highway system. The program provides technical expertise, assistance, and funding to enforcement agencies for overtime patrols, training, and the purchase of equipment. In addition the program works to standardized enforcement efforts and documentation in an effort to maximize law enforcement personnel and material resources.

Records Description:

Program Records

013 Law Enforcement for Traffic Safety Committee Records

Retain 5 years, destroy

Databases Used

Grant Management

State Agency General Records Retention Schedule Records:

Administrative Records - OAR 166-300-0015

Conference, Training, and Seminar Records

Correspondence

Residual Value Agreements (see Contracts and Agreements)

Mailing Lists

Facilities/Property Records - OAR 166-300-0020

Equipment/Property Disposition Records

Financial Records - OAR 166-300-0025

Grant Records

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Agency: Oregon Department of Transportation (ODOT)

Division: Transportation Safety

Program: Motor Carrier Safety

Program Description:

The Motor Carrier Safety program is responsible for supplementing the efforts of ODOT's Motor Carrier Division by increasing funding to promote the identification of high risk areas and prevention of crashes involving commercial motor vehicles through coordination of efforts in Oregon's twelve truck safety corridors to improve safety. The program's focus is on short-term, high benefit cost-effective engineering, enforcement, and education solutions designed to improve the safety of commercial motor vehicles on state highways.

The Transportation Safety Division will no longer be responsible for participating in or providing funding for Motor Carrier program or issues. The program sunsets at the close of the federal fiscal year in 2002.

Records Description:

Program Records

014 Commercial Vehicle Program Records

Retain 5 years, destroy

015 Truck Safety Corridor Records

Retain 5 years after deactivation of safety corridor, destroy

Databases Used

Grant Management

State Agency General Records Retention Schedule Records:

Administrative Records - OAR 166-300-0015

Correspondence

Press Releases

Financial Records - OAR 166-300-0025

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Agency: Oregon Department of Transportation (ODOT)

Division: Transportation Safety

Program: Motorcycle Safety

Program Description:

The Motorcycle Safety program is responsible for promoting safe motorcycling in Oregon with a goal to steadily reduce the number of traffic crashes involving motorcycles. The program provides information to the public through public service announcements, publications, telecommunications, and personnel contact informing the public on issues relating to drinking and riding, licensing, protective gear, speed, and training. The Motorcycle Safety program was established in response to ORS 802.320.

The program provides grant funding, derived from motorcyclist endorsement fees, to support the training and education of motorcyclists. The program provides oversight and funding to TEAM OREGON, established in 1984 as a cooperative effort between the Oregon Department of Transportation and Oregon State University. TEAM OREGON provides accessible training for beginning and experienced motorcyclists at locations throughout Oregon as part of the Motorcycle Safety program's mission. TEAM OREGON is staffed and managed by Oregon State University.

Records Description:

Program Records

016 Governor's Advisory Committee on Motorcycle Safety, 1995 – [ongoing] .25 c.f.

(a) Retain minutes permanently, transfer to State Archives after 10 years

(b) Retain other records 5 years, destroy

017 TEAM Oregon Evaluation Records

Retain 10 years, destroy

Databases Used

None

State Agency General Records Retention Schedule Records:

Administrative Records - OAR 166-300-0015

Conference, Seminar, and Training Program records

Correspondence

Press Releases

Financial Records - OAR 166-300-0025

Grant Records

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Agency: Oregon Department of Transportation (ODOT)

Division: Transportation Safety

Program: Occupant Protection

Program Description:

The Occupant Protection program is responsible for promoting the correct use of restraint devices including safety belts and child safety seats to reduce the number of crash related injuries, their severity, and reduce fatalities. The program participates in the 3 FLAGS program which combines efforts of Oregon, Washington, and British Columbia law enforcement agencies to conduct enforcement blitzes upon highways and interstates, delivers public information and education on the needs and benefits of restraint devices, provides overtime and training funding for law enforcement personnel to increase the effectiveness and presence of enforcement personnel, and provides funding for the Oregon Child Safety Seat Resource Center. The center provides hands on training in the use and application of child restraint devices. The center trains and certifies car seat inspection volunteers who provide free safety checks of child car seats.

The Occupant Protection program is in response to ORS 811.210 - .220 requiring the use of restraint devices for vehicle occupants and accepted procedure for issuance of exemptions to using restraint devices

Records Description:

Program Records

018 Occupant Protection Program Advisory Committee Records

Retain 5 years, destroy

019 Occupant Protection Surveys

Retain 5 years, destroy

020 Safety Belt Exemptions

Retain 5 years after superseded or revoked, destroy

Databases Used

None

State Agency General Records Retention Schedule Records:

Administrative Records - OAR 166-300-0015

Conference, Seminar, and Training Program Records

Correspondence

Mailing Lists

Public Service Announcements (see Press Releases)

Scheduling Records

Financial Records - OAR 166-300-0025

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Schedule #: 2002-0020

Agency: Oregon Department of Transportation (ODOT)

Division: Transportation Safety

Program: Pedestrian Safety

Program Description:

The Pedestrian Safety program is responsible for reducing pedestrian fatalities and injuries due to vehicle crashes and collisions by providing driver, public, and pedestrian education and awareness training through public service announcements, workshops, seminars and training, and informational materials. In addition, the program provides training on pedestrian safety issues to Oregon law enforcement agencies and provides overtime grant monies for operations targeted at enforcing pedestrian statutes. The program works with community partners to further educational and awareness efforts and opportunities thereby increasing the awareness of drivers and pedestrians to transportation safety issues. The Bicycle and Pedestrian Advisory Committee, part of the Bicycle and Pedestrian program in ODOT's Highway Division Traffic Management Section, provides oversight and advice on program goals and objectives.

Records Description:

Program Records

None

Databases Used

Grant Management

State Agency General Records Retention Schedule Records:

Administrative Records - OAR 166-300-0015

Correspondence

Conference, Seminar, and Training Program Records

Press Releases

Financial Records - OAR 166-300-0025

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Schedule #: 2002-0020

Agency: Oregon Department of Transportation (ODOT)

Division: Transportation Safety

Program: Region Transportation Safety Coordinators

Program Description:

The Region Transportation Safety Coordinators, staffing ODOT's five regional offices, are responsible for providing advocacy concerning local transportation safety issues, assisting with identifying traffic safety problems and high risk areas, and helping to determine appropriate action for the reduction and elimination of traffic safety issues. In addition, staff members are responsible for coordinating local safety activities and acting as liaison to Division transportation safety programs while providing information and education to local communities on transportation safety issues and fostering local community interaction to address and solve safety issues and problems.

The Transportation Safety Coordinators work closely with Traffic Section personnel in their assigned regions to heighten awareness among Traffic personnel to the regions transportation safety issues and to foster the inclusion of safety related programs and issues into regional design, engineering, and maintenance work. The goal of Traffic Safety Coordinators is to reduce the number of traffic fatalities and injuries attributed to any cause. Traffic Safety Coordinators work to identify high-risk areas of state highways and provide oversight and direction for the creation of Traffic Safety Corridors.

Currently Region 1 contains eleven cities, three counties, and two unincorporated areas having established Local Traffic Safety Committees or similar action groups. Drivers log in excess of 18,000,000 miles per day in travel on Region 1's Highways. Region 1 is predominantly urban in nature. Currently Region 1 has three safety corridors and two truck safety corridors.

Region 2 is comprised of nine counties with five established safety corridors and two established truck safety corridors. Currently seventeen cities and one county have Local Traffic Safety Committees. Region 2 is a mix of urban and rural areas.

Region 3 contains five counties distinctly rural in nature. The rural nature of the region and low socio-economics reflect in the traffic safety issues and problems. Region 3 has a higher percentage on average of traffic fatalities than anywhere else in Oregon with alcohol present in a significant portion of fatal crashes. Currently ten Local Traffic Safety Committees are active.

Region 4 encompasses nine counties, is rural in nature, and contains 1,982 miles of state highway.

Region 5 encompasses eight counties with 2,108.27 miles of state highway. Currently there are four Traffic Safety Committees, or similar bodies, active in the region and two active Safety Corridors. The region is rural in nature.

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Program Records

021 Traffic Safety Corridor Records

Retain 5 years after deactivation of corridor, destroy

Databases Used

None

State Agency General Records Retention Schedule Records:

Administrative Records - OAR 166-300-0015

Conference, Seminar, and Training Program Records

Correspondence

Financial Records - OAR 166-300-0025

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Schedule #: 2002-0020

Agency: Oregon Department of Transportation (ODOT)

Division: Transportation Safety

Program: Roadway Safety

Program Description:

The Roadway Safety program seeks to contribute to the current downward trend on Oregon State Highways for the reduction of traffic fatalities. In addition, the program is dedicated to reversing the rising trend of traffic fatalities on secondary systems. The program provides technical expertise and funding for education, enforcement, and engineering issues and projects to enhance safety upon Oregon's highways.

The Roadway Safety program serves as liaison and technician between the Transportation Safety Division and other ODOT divisions on matters concerning engineering safety and where it intersects or interferes with the human action side.

The Roadway Safety program provides technical expertise, support, and oversight to assist in establishing Traffic and Truck Safety Corridors.

Records Description:

Program Records

022 Traffic Safety Corridor Records

Retain 5 years after deactivation of corridor, destroy

Databases Used

Grant Management

State Agency General Records Retention Schedule Records:

Administrative Records - OAR 166-300-0015

Contracts and Agreements

Correspondence

Policy and Procedure Guidelines and Manuals

Financial Records - OAR 166-300-0025

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Organizational Placement

Agency: Oregon Department of Transportation (ODOT)

Division: Transportation Safety

Program: Work Zone Safety

Schedule #: 2002-0020

Program Description:

The Work Zone Safety program is responsible for maintaining or reducing the number of work zone related crash fatalities through 2010. Currently an average of 10 crash related work zone fatalities occur per year. The program provides technical expertise and funding to support focus groups, public service announcements and press releases, distribution of educational products, increased enforcement in work zones, and participation in safety audits and reviews of maintenance zone safety issues and solutions.

Records Description:

Program Records

None

Databases Used

Grant Management

State Agency General Records Retention Schedule Records:

Administrative Records - OAR 166-300-0015

Correspondence

Financial Records - OAR 166-300-0025

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Agency: Oregon Department of Transportation (ODOT)

Division: Transportation Safety

Program: Youth Transportation Safety/Youth Drivers

Program Description:

The Youth Safety/Youth Drivers programs are responsible for promoting safety for youths aged 0-14 and young drivers aged 15-19 targeting a reduction in the number of injuries and fatalities by supporting programs which promote the education of parents, children, and young drivers, the aggressive enforcement of laws, and engineering efforts aimed at reducing the occurrences of vehicle related injuries and fatalities.

Records Description:

Program Records

None

Databases Used

None

State Agency General Records Retention Schedule Records:

Administrative Records - OAR 166-300-0015

Correspondence

Financial Records - OAR 166-300-0025

Grant Records