



**RECORDS & INFORMATION MANAGEMENT (RIM) PROGRAM
RECORDS LIST**

RECORDS FORMAT: Hard Copy Electronic Other Media: _____
PURPOSE: Records for On-Site Storage Records for Off-Site Storage Records for Destruction

DEPARTMENT: Planning **PROGRAM** Long Range Policy and Planning **PREPARED BY:** Laura Dawson Bodner
RECORD SERIES TITLE: Metro Land Use Decision Records – Other Records
RECORD SERIES NO: M08-02-13(b)
MINIMUM RETENTION: Permanent
DATE RANGE/FROM: 01/01/2007
DATE RANGE/TO: 02/28/2009

If you checked Records for Storage, complete the following information:
METRO BOX NO: PLANN0187
ARCHIVE SYSTEMS BOX NO: GI6292
BOX TITLE: Urban and Rural Reserves Master Record

Folder No.	Description	Date Range	Comments
1	Urban and Rural Reserves Master Record	01/01/07 – 10/31/07	
2	Urban and Rural Reserves Master Record	11/01/07 – 12/31/07	
3	Urban and Rural Reserves Master Record	01/01/08 – 01/15/08	
4	Urban and Rural Reserves Master Record	01/16/08 – 01/31/08	
5	Urban and Rural Reserves Master Record	02/01/08 – 02/29/08	
6	Urban and Rural Reserves Master Record	03/01/08 – 03/31/08	
7	Urban and Rural Reserves Master Record	04/01/08 – 04/30/08	

Folder No.	Description	Date Range	Comments
8	Urban and Rural Reserves Master Record	05/01/08 – 05/31/08	
9	Urban and Rural Reserves Master Record	06/01/08 – 07/16/08	
10	Urban and Rural Reserves Master Record	07/17/08 – 08/31/08	
11	Urban and Rural Reserves Master Record	09/01/08 – 09/30/08	
12	Urban and Rural Reserves Master Record	10/01/08 – 12/31/08	
13	Urban and Rural Reserves Master Record	01/01/09 – 02/28/09	