

FREIGHT RECORDS

- DEENA PWTMAN

FILES

REGIONAL FREIGHT PLAN - CONTRACT # 16A (ODOT) 2005

- PROJECT MANAGEMENT TEAM

- FINAL REPORTS - FREIGHT PLAN TEAM

- REGIONAL FREIGHT + GOODS TASK FORCE

- REGIONAL FREIGHT TECHNICAL ADVISORY
COMMITTEE

From: [Deena Platman](#)
To: [Laura Dawson-Bodner](#)
Subject: RE: archive check in
Date: Thursday, May 22, 2014 2:29:18 PM

Answers below in blue

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From: Laura Dawson-Bodner
Sent: Tuesday, May 20, 2014 3:31 PM
To: Deena Platman
Subject: RE: archive check in

Hi Deena,
Thanks for all of your work on this. I know you are very busy and I appreciate your efforts.
See my comments/questions below. Maybe we can clarify most things by email.
Laura

From: Deena Platman
Sent: Tuesday, May 20, 2014 1:53 PM
To: Laura Dawson-Bodner
Subject: archive check in

Hi Laura – just wanted to provide an update on the archiving. I completed my review of the paper freight files and have deposited those into the white box. I've created pdfs of all of my final reports on the project and put them in an e-folder - [M:\plan\ti\projects\Freight\Regional Freight Plan\Archive](#) These have not been printed out for the white box.

Do the paper reports mirror the electronic reports, or will we need to check that?

I did not print out paper versions of the electronic reports but what is in the e-folder is what needs to be archived in paper form.

The Task Force meeting packets are in the white box, organized by chronological order. **Excellent!**

The electronic files are also ordered by date, here is the link - [M:\plan\ti\projects\Freight\Regional Freight Plan\Advisory Committees\Freight Task Force](#) I have questions about what needs to be archived in here besides the meeting packets – correspondence for example. **Advisory committee**

correspondence would be retained for 5 years, unless there are items you feel are supporting documentation that should be retained permanently. I would print off some of the materials for the hard copy archive, for example the Task Force Charter.

I put a hard copy of the charter with the meeting packets in the white archive box.

And I assumed that the JPACT and Metro Council meeting info is archived separately. **These materials would be part of the JPACT and Council records, would they not? Or am I missing something?**

Yes, these should be archived separately. I have copies of the materials in my e-folders.

Regarding the TSMO files, I have minimal paper files. I have put file electronic copies of reports into an archive folder - <M:\plan\rtp\projects\Operations\TSMO Refinement Plan\Archive> These have not been printed out to hard copy. **These are all final documents and therefore have permanent retention according to the RTP retention schedule?** The final plan has already been archived with the 2035 RTP. The other items in the folder are technical memos that supported the plan development. This is also true for the Regional Freight Plan.

Please have a look at the attached retention schedule. I'll want to know if everything you have filed falls under the RTP records classification – permanent or otherwise. Yes, the items that I've pulled out fall under the Special Regional Transportation Planning Project Records. The white archive box only includes the freight project hard copies. I had a question about archiving the TSMO advisory committee meeting packet since this was not a council appointed group like the Freight Task Force. Those hard copies are still in my file cabinet.

Lastly, please confirm which of your materials would have been most likely captured as part of the RTP record work previously completed; I believe you said it was the freight documents. Both the Regional Freight Plan final document and the Regional TSMO Plan final document are part of the RTP record. The supporting materials were not included in that record to my knowledge.

Thanks, Laura

I'm heading into meetings for the rest of the day but have time tomorrow morning and Thursday for a check in.

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