

RECORDS & INFORMATION MANAGEMENT (RIM) PROGRAM

**RECORDS LIST**

**Records Format**: Hard Copy X Electronic \_\_\_\_\_ Other Media: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose**: Records for On-Site Storage \_\_\_\_\_ Records for Off-Site Storage X Records for Destruction \_\_\_\_\_

**DEPARTMENT:** Planning and Development  **PROGRAM:** Corridor Planning  **PREPARED BY**: Alecia Giombolini

**RECORD SERIES TITLE**: Metro Archives & Special Collections

**RECORD SERIES NO**:05.02.04

**MINIMUM RETENTION**:Permanent

**DATE RANGE/FROM**:1/1/1978

**DATE RANGE/TO**: 12/31/1980

If you checked Records for Storage, complete the following information:

**METRO BOX NO**: PLANN0545

**ARCHIVE SYSTEMS BOX NO**:OREG157007

**BOX TITLE**: Historical Housing Files – To Be Processed

Complete the following section or attach an existing electronic list:

|  |  |  |
| --- | --- | --- |
| **Folder No.** | Description: | Comments: |
|  | See attached spreadsheet for details |  |