



RECORDS & INFORMATION MANAGEMENT (RIM) PROGRAM
TEMPORARY RECORDS LIST

RECORDS FORMAT:	Hard Copy <input checked="" type="checkbox"/> X___	Electronic _____	Other Media: _____
PURPOSE:	Records for Storage <input checked="" type="checkbox"/> X___	Records for Destruction _____	

DEPARTMENT: Planning & Development	PROGRAM: Various	PREPARED BY: Alecia Giombolini
RECORD SERIES TITLE: Metro Archives & Special Collections		
RECORD SERIES NO: 05.02.04		
MINIMUM RETENTION: Permanent		
DATE RANGE/FROM: 1/1/1977		
DATE RANGE/TO: 2/28/1982		

METRO BOX NO: PLANN0669
ACCESS, INC. BOX NO: OREG343873
BOX TITLE: Andy Cotugno Collection - Planning Director Office Correspondence & Reference Materials [Note: This box needs to be processed for permanent retention/digitization]

Complete the following section or attach an existing electronic list:

Folder No.	Description:	Date:
1	Outgoing Correspondence	1/1981 – 6/1981
2	Outgoing Correspondence	7/1981 – 12/1981
3	Interoffice Correspondence [1 of 2]	1/1981 – 12/1981
4	Interoffice Correspondence [2 of 2]	
5	Reference Materials from US Congressional / Federal Government Meetings	

6	Folder: Misc. News Articles and Pamphlets	
7	Folder: Conformity Guidelines – ISTE A – File 1	
8	Folder: Conformity Guidelines – ISTE A – File 2	
9	Folder: Transportation Planning Rule (TPR)	
10	Folder: Major Investment Studies	
11	Folder: FHWA Audit	