



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

RECORDS FORMAT: Hard Copy ☒ Electronic ☐ Other Media: _____
PURPOSE: Records for Storage ☒ Records for Destruction ☐

DEPARTMENT: PLANNING **PROGRAM:** Unified Planning Work Program (UPWP) **PREPARED BY:** Summer Blackhorse
RECORD SERIES TITLE: Unified Planning Work Program (UPWP) Records, Administrative
RECORD SERIES NO: 14.04.26
MINIMUM RETENTION: 10 years from date of report is produced
DATE RANGE/FROM: July 1, 2015
DATE RANGE/TO: December 31, 2024

METRO BOX NO: PLANN0779
ACCESS, INC. BOX NO: OREG343944
BOX TITLE: UPWP Quarterly, Semi-annual and Year-end Reports

Complete the following section or attach an existing electronic list:

Folder No.	Description:	Comments:
1	Planning Transportation Systems Planning Unified Planning Work Program (UPWP), FY 2015-16 Quarterly report, 1 st Quarter, July - September, 2015	
2	Planning Transportation Systems Planning Unified Planning Work Program (UPWP), FY 2015-16, Quarterly report, 2nd Quarter, October - December, 2015	
3	Planning Transportation Systems Planning, Unified Planning Work Program (UPWP), FY 2015-16, Quarterly report, 3rd Quarter, January - March 2016	
4	Planning Transportation Systems Planning, Unified Planning Work Program (UPWP), FY 2015-16 Quarterly report, 4 th Quarter, April-June, 2016	

5	Planning Transportation Systems Planning Unified Planning Work Program (UPWP), FY 2015, Quarterly report, 1st Quarter, July-September, 2016	
6	Planning Transportation Systems Planning, Unified Planning Work Program (UPWP), FY 2016-17 Quarterly report, 1 st Quarter, January - March, 2017	
7	Planning Transportation Systems Planning, Unified Planning Work Program (UPWP), FY 2016-17 Quarterly report, 3rd Quarter, April - June, 2017	
8	Planning Transportation Systems Planning, Unified Planning Work Program (UPWP), FY 2016-17 Quarterly report, 2nd Quarter, October – December, 2016	
9	Planning Transportation Systems Planning Unified Planning Work Program (UPWP), FY 2016-Quarterly report, 1st Quarter, July-September, 2017	
10	Planning Transportation Systems Planning, Unified Planning Work Program (UPWP), FY 2017-18 Quarterly report, 2nd Quarter, October – December, 2018	
11	Planning Transportation Systems Planning, Unified Planning Work Program (UPWP), FY 2017-18 Quarterly report, 3 rd Quarter, January – March 2018	
12	Planning Transportation Systems Planning, Unified Planning Work Program (UPWP), FY 2017-18 Quarterly report, 4 th Quarter, April-June, 2018	By Federal mandate-MPOs to begin semi-annual and year-end UPWP reporting.
13	Planning Transportation Systems Planning, Unified Planning Work Program (UPWP), FY 2018-19 Semi-Annual Report, July 1-December 31, 2018	Not to be confused with Federal/State approved UPWP report.
14	Planning Transportation Systems Planning, Unified Planning Work Program (UPWP), FY 2018-19 Year-End Report, July 1 2018-June 30, 2019	
15	Planning Transportation Systems Planning, Unified Planning Work Program (UPWP), FY 2018-19 Semi-Annual Report, July 1-December 31, 2019	
16	Planning Transportation Systems Planning, Unified Planning Work Program (UPWP), FY 2019-20 Semi-Annual Report, July 1-December 31, 2020	
17	Planning Transportation Systems Planning, Unified Planning Work Program (UPWP), FY 2019-20 Year-End Report, July 1 2019-June 30, 2020	
18	Planning Transportation Systems Planning, Unified Planning Work Program (UPWP), FY 2020-21 Semi-Annual Report, July 1 - December 31, 2021	
19	Planning Transportation Systems Planning, Unified Planning Work Program (UPWP), FY 2020-21 Year-End Report, July 1 2020 - June 30, 2021	
20	Planning Transportation Systems Planning, Unified Planning Work Program (UPWP), FY 2021-22 Year-End Report, July 1, 2021 - June 30, 2022	
21	Planning Transportation Systems Planning, Unified Planning Work Program (UPWP), FY 2022-23 Year-End Report, July 1, 2022- June 30, 2023	
22	Planning Transportation Systems Planning, Unified Planning Work Program (UPWP), FY 2024 Mid-Year Report, July 1 -December 31, 2023	
23	Planning Transportation Systems Planning, Unified Planning Work Program (UPWP), FY 2024 Year-End Report, July 1, 2023 - June 30, 2024	
24	Planning Transportation Systems Planning, Unified Planning Work Program (UPWP), FY 2025 Mid-Year Report, July 1 - December 31, 2024	