RECORD SERIES	RECORD CATEGORY NAME & DESCRIPTION	RETENTION CODE	Years to Retain in Dept. Files	Yrs.to Retain Ori. in Off-site or sys. Storage	OFFICE OF RECORDS	TOTAL RETENTION	COMMENTS	Sensitive Records
ACC1000 Accounts Payable	ACCTS PAYABLE VOUCHERS/INVOICES (Not Grant-related) Records related to payment of financial obligations. Includes vouchers, invoices, travel reimbursement, business expenses, and statements.	ACC1100	UCP	NA		6	Destroy paper after 6 mo. & retain electronic file 6 yrs. V	
ACC1000 Accounts Payable	GRANT-RELATED ACCOUNTS PAYABLE RECORDS Records related to payment of financial obligations that are funded by a grant. Includes vouchers, invoices, and statements.	ACC1110	UCP+ .5		ACCOUNTING	LOG+3	Destroy paper after 6 mo. & retain electronic file LOG + 3	
ACC1000 Accounts Payable	NON-SEGREGATED PAYABLE RECORDS Payable records not segregated as grant or non- grant. (1992-1998)	ACC1120	2	30	ACCOUNTING	32	GR	
ACC1000 Accounts Payable	POTENTIALLY GRANT-RELATED ELECTRONIC ACCOUNTING RECORDS Records related to payment of financial obligation that have been electronically scanned.	ACC1130	30	NA	ACCOUNTING	30	Destroy paper after 6 mo. & retain electronic file for 30 years	
ACC2000 Accounts Receivable	ACCOUNTS RECEIVABLE RECORDS (GENERAL) Accounts Receivable with records not fitting into any sub-category.	ACC2100	2	2	ACCOUNTING	4		
ACC2000 Accounts Receivable	CASH RECEIPT RECORDS Records documenting the receipt of cash.	ACC2200	2	4		6		
ACC2000 Accounts Receivable	PASS SELLERS RECORDS Records pertaining to the sales of fare media. Includes correspondence with sellers.	ACC2300	ACT	4	TAP OPERATIONS	ACT+4	EL. Destroy paper after 6 mo. & retain electronic file for 4 years	
ACC2000 Accounts Receivable	FARE COLLECTION RECORDS Records of money received for transportation fare. Includes sales receipts, credit card receipts, bank deposit receipts, and cash receipts with complete back up documentation.	ACC2400	0.25	5.75	TREASURY/COMMU NICATIONS	4		

RECORD SERIES ACC2000 Accounts Receivable	RECORD CATEGORY NAME & DESCRIPTION TRANSIT ACCESS PASS Application records for Reduce Fare TAP cards (Senior, Disabled, College/Vocational, and Student) and Annual Contract Agreements for A-	RETENTION CODE ACC2500	Years to Retain in Dept. Files		OFFICE OF RECORDS CUSTOMER PRO. & SERVICE & METRO COMMUTE SERVICES	TOTAL RETENTION 4	COMMENTS  Destroy paper after 90 days & retain electronic file for 4 years or loss of	Sensitive Records
	TAP, B-TAP and I-TAP cards. Applications are scanned and electronically stored on-line at the Regional TAP Service Center.						eligibility	
ACC3000 Ledgers	ACCOUNTING JOURNALS/LEDGERS Records used to transfer charges between accounts and for summarizing account information.	ACC3100	2	8	ACCOUNTING	10		
ACC4000 Capital Accounting	EQUIPMENT PURCHASE & SALES RECORDS (Not grant-related) Records documenting the procurement and disposition of long term organizational assets and property other than real-estate, depreciation, and improvements, as well as financial obligations associated with capital expenditures, such as purchases of equipment, furnishings, material transfers, and improvement to buildings or fixtures.	ACC4100	ACT	3	ACCOUNTING	ACT+03		
ACC4000 Capital Accounting	GRANT-RELATED EQUIPMENT PURCHASE & SALES Records documenting the procurement of property other than real-estate that is grant-related.	ACC4110	ACT	LOG+3	ACCOUNTING	LOG+3	Retain 3 years after final payment	
ACC4000 Capital Accounting	VEHICLE DMV REGISTRATION CERTIFICATE Records documenting ownership or revenue and non-revenue vehicles.	ACC4210	ACT	NA	OFFICE OF BOARD SECRETARY	ACT		
ACC4000 Capital Accounting	VEHICLE ACQUISITION RECORDS  Documenting the purchase and disposition of each revenue and non-revenue vehicle.	ACC4220	LOV	2	OPERATIONS VEHICLE TECHNOLOGY, NON-REVENUE VEHICLES	LOV+2		

RECORD SERIES	RECORD CATEGORY NAME & DESCRIPTION	RETENTION CODE		Yrs.to Retain Ori. in Off-site or sys. Storage	OFFICE OF RECORDS	TOTAL RETENTION	COMMENTS	Sensitive Records
Accounting	REAL-ESTATE ACQUISITION/APPRAISAL/SURPLUS FILES Records pertaining to the MTA's acquisition, appraisal, and surplus of property for right of way facilities, etc.	ACC4300	ACT+01		REAL ESTATE	ACT+11		
ACC4000 Capital Accounting	RELOCATION FILES Pertaining to businesses that have been relocated	ACC4310	ACT+01	10	REAL ESTATE	ACT+11		
Accounting	LEASE FILES (INCLUDES PROPERTY MGMT) Records pertaining to the MTA's management of property it purchased for potential future right of way or facilities locations.	ACC4320	ACT+01	9	REAL ESTATE	ACT+10		
ACC4000 Capital Accounting	ELECTRONIC LEASE FILES Electronic lease files of records pertaining to the MTA's management of property it purchased for potential future right of way or facilities locations.	ACC4325	ACT+10	NA	REAL ESTATE	ACT+10	EL	
ACC4000 Capital Accounting	DEEDS Original deeds for MTA property	ACC4330	IND	NA	REAL ESTATE	IND		
ACC4000 Capital Accounting	JOINT DEVELOPMENT PROJECT FILES Records pertaining to the MTA's partnering with other organizations to develop property near its stations or other transportation elements.	ACC4340	ACT+01		COUNTYWIDE PLANNING & DEV.	IND		
ACC4000 Capital Accounting	UNION STATION GATEWAY RECORDS Records pertaining to the acquisition and development of the USG property and building.	ACC4350	ACT+03	UCP+2	GENERAL SERVICES	IND	PA	SS
ACC4000 Capital Accounting	UNION STATION ARCHIVAL RECORDS Summary and detailed records reports, plans schedules, photographs, drawings, contracts, agreements, and older personnel files, from 1937	ACC4360	ACT	IND	GENERAL SERVICES	IND	PA	

RECORD SERIES	RECORD CATEGORY NAME & DESCRIPTION	RETENTION CODE	Years to Retain in Dept. Files	Yrs.to Retain Ori. in Off-site or sys. Storage	OFFICE OF RECORDS	TOTAL RETENTION	COMMENTS	Sensitive Records
ACC4000 Capital Accounting	UNION STATION ADMINISTRATIVE, DEVELOPMENT, & FINANCIAL RECORDS Significant correspondence, project, and development records pertaining to the Union Station building and property. Records also include: Purchase, Ownership, and Planning Activities.	ACC4370	ACT + 3	IND	GENERAL SERVICES	IND	PA	
ADM1000	GENERAL ADMINISTRATIVE REQUEST	ADM1001	3	NA	MULTIPLE	3		
General	FORMS							
Administration	Forms used to request services and track its							
Records	completion.			N.1.0	AN II TIDI E			
ADM1000	DEPARTMENTAL PROCUREMENT FILE	ADM1100	3	NA	MULTIPLE	3		
General	Department copies of documents (including requisitions, purchase orders, and invoices) used							
Administration Records	for departmental procurement, tracking, and administration of services and goods.							
ADM1000	DEPARTMENTAL BUDGET PREPARATION	ADM1200	3	NA	MULTIPLE	3		
General	RECORDS							
Administration	Records used by departments in developing,							
Records	justifying, and tracking a cost center's budget.							
ADM1000	GENERAL DEPARTMENTAL RECORDS:	ADM1310	3	NA	MULTIPLE	3		
General	CORRESPONDENCE							
Administration	Includes copies of department correspondence and other general administrative documents. May							
Records	be organized by date, subject, or correspondent							
	(Significant correspondence is captured							
	electronically in ADM1700).							
ADM1000	GENERAL DEPARTMENTAL RECORDS: LOGS	ADM1320	3	NA	MULTIPLE	3		
General	Records used in tracking activities and events.							
Administration	-							
Records								
ADM1000	GENERAL DEPARTMENTAL RECORDS:	ADM1330	3	NA	MULTIPLE	3		
General	SCHEDULES							
	Records documenting the planned and actual							
Records	achievement of departmental goals.							

RECORD SERIES ADM1000	RECORD CATEGORY NAME & DESCRIPTION WORKING PAPERS & PAPER DRAFTS -	RETENTION CODE ADM1400	Years to Retain in Dept. Files	Yrs.to Retain Ori. in Off-site or sys. Storage	OFFICE OF RECORDS	TOTAL RETENTION ACT	COMMENTS	Sensitive Records
General Administration Records	Preliminary drafts and supporting materials used in developing a finalized significant document, as well as individual project team members' copies of materials related to a project that is documented in final form elsewhere.	ADMITAGO	, and i		WOLTH LL	A01		
ADM1000 General Administration Records	SUBJECT AND REFERENCE MATERIALS Any materials maintained for informational purposes only, and not containing official records pertaining to significant MTA activities.	ADM1500	ACT	NA	MULTIPLE	ACT		
ADM1000 General Administration Records	ADMINISTRATIVE PROJECT FILES Files documenting departmental administrative projects.	ADM1600	ACT+1	2	MULTIPLE	ACT+3		
ADM1000 General Administration Records	RMC SCAN Electronic and microfilmed copies of documents significant to LACMTA activities received in mail or from MTA staff.	ADM1700	0.5	NA	RECORDS MANAGEMENT	IND	EL	
ADM1000 General Administration Records	PUBLISHED REPORTS (Significant) All documents reporting on significant MTA activities (i.e, those with permanent historical or evidentiary value).	ADM1800	ACT	IND	MULTIPLE	IND	EL	
ADM1000 General Administration Records	PD/EMC/MOS-1 Electronic Records Imaged construction records related to Parsons Dillingham, Engineering Management Consultant and Minimum Operation Segment construction projects.	ADM1810	ACT	IND	RECORDS MANAGEMENT	IND	EL	
ADM1000 General Administration Records	LIBRARY ARCHIVAL DOCUMENTS Records that possess, archival value, that pertain to the MTA's history, and are maintained in the MTA's Library.	ADM1900	IND	NA	LIBRARY	IND	EL	
ADM2000 Equipment, Property Inventories, & Loas	PROPERTY MANAGEMENT: INVENTORY Records related to the tracking of moveable agency property. Includes records related to vehicle equipment, tools, materials, and supplies owned, rented, or leased.	ADM2110	3	NA	MULTIPLE	3		

RECORD SERIES ADM2000	RECORD CATEGORY NAME & DESCRIPTION PROPERTY MANAGEMENT: SECURITY	RETENTION CODE ADM2120	Years to Retain in Dept. Files	Yrs.to Retain Ori. in Off-site or sys. Storage	OFFICE OF RECORDS MULTIPLE	TOTAL RETENTION	COMMENTS	Sensitive Records SS
Equipment, Property Inventories, & Logs	SENSITIVE INVENTORY Inventories of equipment that should not be disclosed for security reasons.							
ADM2000 Equipment, Property Inventories, & Logs	PROPERTY MANAGEMENT: MAINTENANCE Records related to the maintenance of moveable agency property.	ADM2130	3		MULTIPLE	3		
ADM2000 Equipment, Property Inventories, & Logs	PROPERTY MANAGEMENT: SECURITY SENSITIVE MAINTENANCE Records related to the maintenance of moveable property that for security reasons should not be disclosed.	ADM2210	3	NA	MULTIPLE	3		SS
ADM3000 Policies & Procedures	MTA POLICIES AND PROCEDURES Authority-wide records documenting approved procedures for performing activities to ensure uniformity and compliance with agency and legal requirements.	ADM3100	US	NA	RECORDS MANAGEMENT	IND		
ADM3000 Policies & Procedures	DEPARTMENTAL POLICIES AND PROCEDURES Records documenting approved procedures for performing activities pertaining to individual departments.	ADM3200	US	UCP	MULTIPLE	IND		
ADM6000 Computer Related Administrative Records	E-MAIL MESSAGES ON SERVERS E-mail messages maintained on ITS servers.	ADM6100	01 MO	NA	INFORMATION TECHNOLOGY	01 MO	EL	
ADM6000 Computer Related Administrative Records	E-MAIL SYSTEM BACK-UPS E-mail messages maintained on back-up tapes.	ADM6110	01 MO	NA	INFORMATION TECHNOLOGY	01 MO	EL	DR

RECORD SERIES	RECORD CATEGORY NAME & DESCRIPTION	RETENTION CODE	Years to Retain in Dept. Files	Yrs.to Retain Ori. in Off-site or sys. Storage	OFFICE OF RECORDS	TOTAL RETENTION	COMMENTS	Sensitive Records
ADM6000	INTERNET DOCUMENTS	ADM6120	ACT	NA	MULTIPLE	ACT	EL	
Computer	Electronic documents maintained on the MTA's							
Related	public internet web sites.							
Administrative								
Records ADM6000	INTRANET DOCUMENTS	ADM6130	ACT	NA	MULTIPLE	ACT	EL	SS, I, N,
Computer	Electronic documents maintained on the MTA's	ADMOTSO	ΑΟ1	INA	WOLTH LL	Α01		AV, C
Related	internal intranet web sites, sharepoint							, (v, O
Administrative	collaboration sites, shared drives, and internet							
Records	based applicatos.							
ADM6000	MYMETRO.NET	ADM6135	IND	NA	PUBLIC RELATIONS	IND	EL	
Computer	Documents posted on the Intranet that are							
Related	internal communications to staff in the following							
Administrative	categories: Headline news stories and photos,							
Records	CEO hotline, news releases, employee policies							
ADMCOOO	and instructions. VOICE MAIL MESSAGES	A DMC4.40	ACT	NA	INFORMATION	ACT	EL	
ADM6000	MTA Voice Mail System (Call Pilot) are	ADM6140	ACT	INA	TECHNOLOGY	ACT		
Computer Related	messages that are deleted permanently as soon				SERVICES			
Administrative	as recipient deletes them or within ten days after				OLIVIOLO .			
Records	the recipient reads them even if recipient does							
records	not delete them.							
ADM6000	CALL DETAIL RECORDS	ADM6150	1	NA	INFORMATION	1		
Computer	Details of all calls to and from MTA phones				TECHNOLOGY			
Related	through the PBX.				SERVICES			
Administrative								
Records	CONTROL (INDUST DOOLINGNIE)	10110000	1.0.7	N 1 A	AAU TIDI E	1.15.7		
ADM6000	CONTROL/INPUT DOCUMENTS	ADM6200	UV	NA	MULTIPLE	UV		
Computer	Documents used by staff to input data into a computer, to verify that input, or to track the							
Related Administrative	status of a database.							
Records	Status Si a databassi.							
ADM6000	HISTORICAL DATA FILES	ADM6310	IND	NA	MULTIPLE	IND	EL	
Computer	Computer records with enduring significance to							
Related	MTA activities (I.E,. Permanent, evidentiary,							
Administrative	and/or historical value).							
Records								

RECORD SERIES	RECORD CATEGORY NAME & DESCRIPTION	RETENTION CODE	Years to Retain in Dept. Files	Yrs.to Retain Ori. in Off-site or sys. Storage	OFFICE OF RECORDS	TOTAL RETENTION	COMMENTS	Sensitive Records
Computer Related Administrative Records	PC WORKING FILES Documents stored in each staff member's "My Documents" folder.	ADM6320	ACT + 3	NA	MULTIPLE	ACT + 3	EL	
Security	SECURITY RECORDS Records related to protecting employees, equipment, buildings and information. Includes security clearances, pass card lists, and password lists.	ADM7100	3	NA	TRANSIT SECURITY	3		SS
	INTERNAL and EXTERNAL AUDIT REPORTS - IMAGED Formal documents detailing the findings and recommendations of an audit.	ADM8100	UCP	6 MONTH S	MANAGEMENT AUDIT SERVICES	IND	EL. Destroy paper after 6 months	
	INTERNAL AUDIT WORKING PAPERS Imaged collection of documents accumulated during an audit that support the conclusions of the audit report.	ADM8110	3	US	MANAGEMENT AUDIT SERVICES	US		
	INVESTIGATION FILES and REPORTS (INSPECTOR GENERAL) Records documenting investigation by the OIG.	ADM8200	ACT+2	IND	OFFICE OF INSPECTOR GENERAL	IND		C, I
Contractual Records	CONTRACT ADMINISTRATOR'S FILE File maintained by the contact administrator containing pre-award records (including unsuccessful proposals to awarded contracts; and only retain solicitation material of a cancelled procurement. Bids and proposals of a cancelled solicitation are to be shredded or sent back to the proposer) and post award records pertaining to an MTA vendor contract including the RFP or IFB with all amendments; executed contract; all amendments or change orders to the contract; official contractual correspondence; documents pertaining to insurance, subcontractors, and/or contract closeout.	CON1100	LOC+1	29	PROCUREMENT	LOC+30	V, GR	SS, C, N, TS

RECORD SERIES	RECORD CATEGORY NAME & DESCRIPTION	RETENTION CODE	Years to Retain in Dept. Files	Yrs.to Retain Ori. in Off-site or sys. Storage	OFFICE OF RECORDS	TOTAL RETENTION	COMMENTS	Sensitive Records
Contractual Records	CONTRACT WORK ORDERS Orders dealing with budget, schedule, and scope to accomplish a task within a contractual scope of work.	CON1130	LOC+1	29	PROCUREMENT	LOC+30	GR	
Records	Records documenting the contractor's written guarantee of a product's performance and responsibility or rectify defective work or equipment. (Does not include bus warranty OPM5300).		ACT		MULTIPLE	IND		
Contractual Records	EXECUTED CONTRACTUAL DOCUMENTS CAPTURED ON MICROFILM OR ELECTRONIC MEDIA Executed contracts, and amendments imaged by RMC on permanent media.	CON1200	UCP	NA	RECORDS MANAGEMENT	IND	EL, V	
Contractual	PURCHASE ORDERS Imaged authorizations for purchase of goods or expenditure of funds issued by Procurement.	CON1300	LOC+1	29	PROCUREMENT	LOC+30	EL, GR	
Contractual	GRANT-RELATED PURCHASE ORDERS Executed purchase orders related to grant-funded projects.	CON1310	3	LOG+3	PROCUREMENT	LOG+3	Retain 3 years after last payment	
	PACKING SLIPS Purchase receipt for items procured by MTA from outside vendors.	CON1320	4	NA	PROCUREMENT	4		
Contractual	CONTRACTOR PRE-QUALIFICATION FILE Imaged submittals and evaluations of documents qualifying a firm to bid on an MTA procurement.	CON1400	2	3	PROCUREMENT	5	EL	C, TS
Contractual Records	LABOR COMPLIANCE FILES Records related to the contractors' compliance with all terms of the contract including, fair wage and equal opportunity requirements.	CON1500	LOC+1	29	LABOR COMPLIANCE	LOC+30	GR	

RECORD SERIES	RECORD CATEGORY NAME & DESCRIPTION	RETENTION CODE	Years to Retain in Dept. Files	Yrs.to Retain Ori. in Off-site or sys. Storage	OFFICE OF RECORDS	TOTAL RETENTION	COMMENTS	Sensitive Records
CON1000 Vendor Contractual	GRANT-RELATED LABOR COMPLIANCE FILES	CON1510	LOC+1	LOG+3	LABOR COMPLIANCE	LOG+3	Retain 3 yrs. After last payment	
Records	Records related to the contractors' compliance with all terms of the contract including grant-related, fair wage and equal opportunity requirements.							
CON1000 Vendor Contractual Records	CONTRACT COMPLIANCE FILES Contract Compliance files contain contract documents including Goal Evaluation Form, BIS/Proposal Evaluation Summary & Calculations, Conformed Documents, Board Report, and other contract related correspondence.	CON1530	LOC+3	27	LABOR COMPLIANCE	LOC+30	GR	
CON1000 Vendor Contractual Records		CON1600	UC	15	ESTIMATING	UC+15	EL. Destroy paper files after 6 months & retain electronic files upon project completion plus 15 years	C, N
CON1000 Vendor Contractual Records	CONTRACT ACCOUNTING FILES Contract Accounting payment backup records.	CON1700	2	28	ACCOUNTING	30	GR	
CON2000 Agreements	AGREEMENTS Memoranda of understanding and other agreements with other organizations, except 3rd party and vendor contracts.	CON2100	LOC+1	NA	PROCUREMENT	IND	V	
CON2000 Agreements	MASTER COOPERATIVE AGREEMENTS (Not Grant-related) Agreements with other organizations with interests & projects overlapping those of the MTA.	CON2200		3	PROCUREMENT	LOC+4		
CON2000 Agreements	GRANT-RELATED COOPERATIVE AGREEMENTS Agreements with other organizations with interests & projects overlapping those of the MTA.	CON2210	LOG+1	3	PROCUREMENT	LOG+4	Retain 3 yrs. After final payment	

RECORD SERIES ENG1000 Design Engineering Documents	RECORD CATEGORY NAME & DESCRIPTION  DESIGN REVIEW DOCUMENTS  Records documenting the various formal reviews of engineering project designs.	RETENTION CODE ENG1100	Years to Retain in Dept. Files UC+03	Yrs.to Retain Ori. in Off-site or sys. Storage	OFFICE OF RECORDS CONSTRUCTION, OPERATIONS	TOTAL RETENTION UC+15	COMMENTS	Sensitive Records SS
	DESIGN SUBJECT FILES Records organized by approved file codes reflecting the design of the system or facility.	ENG1200	UC+03	12	CONSTRUCTION, OPERATIONS	UC+15	Destroy paper 6 months after captured into Project Quest.	SS
Engineering Documents	CADD DRAWINGS Design drawings executed and maintained in Computer Assisted Drawing and Design software for MTA. May be updated throughout the project as source for other drawings.	ENG1300	ACT	LOS+10	CONSTRUCTION, OPERATIONS	LOS+10		SS
ENG1000 Design Engineering Documents	CANCELLED PROJECTS Engineering records related to cancelled construction projects.	ENG1400	ACT	10	CONSTRUCTION, OPERATIONS	ACT+10		SS
ENG2000 Construction Implementation Engineering Docs	CONSTRUCTION DIG ALERTS Notifications of excavations in areas containing utility lines.	ENG2001	1	2	CONSTRUCTION, OPERATIONS	3		
ENG2000	DRAWINGS, CONFORMED PROJECT Mylar or CADD drawings developed for the conformed contract.	ENG2110	ACT	LOS+10	CONSTRUCTION, OPERATIONS	LOS+10		SS
ENG2000	DRAWINGS, AS-BUILT Drawings marked up by contractor to indicate actual construction.	ENG2120	ACT	UCP	CONSTRUCTION, OPERATIONS	IND	Destroy paper 6 months after captured into Project Quest.	SS
ENG2000 Construction	CALCULATIONS Engineering calculations for MTA systems and facilities.	ENG2125	ACT	IND	CONSTRUCTION, OPERATIONS	IND	Destroy paper 6 months after captured into Project Quest.	SS

RECORD SERIES	RECORD CATEGORY NAME & DESCRIPTION	RETENTION CODE	Years to Retain in Dept. Files	Yrs.to Retain Ori. in Off-site or sys. Storage	OFFICE OF RECORDS	TOTAL RETENTION	COMMENTS	Sensitive Records
ENG2000 Construction Implementation Engineering Docs	DRAWINGS, CONSTRUCTION SHOP Drawings detailed items or equipment made inhouse or purchased to perform necessary functions.	ENG2130	LOS+10	NA	CONSTRUCTION, OPERATIONS	IND	Destroy paper 6 months after captured into Project Quest.	SS
ENG2000 Construction Implementation Engineering Docs	DRAWINGS, PROJECT RECORD Redone drawings based upon as-built mark-ups to reflect actually completed projects	ENG2140	LOS+10	NA	CONSTRUCTION, OPERATIONS	IND	Destroy paper 6 months after captured into Project Quest.	SS
ENG2000 Construction Implementation Engineering Docs	FIRE/SAFETY RECORDS System safety records that include as-built drawings, specifications, and drawings per code at the time of construction.	ENG2150	UC	15	SYSTEM SAFETY	UC+15		SS
ENG2000 Construction Implementation Engineering Docs	PHOTOS, PRECONSTRUCTION Photos & videos taken by insurance consultant and maintained by Risk Management to protect against illegitimate claims of damage.	ENG2210	UC	15	CONSTRUCTION, OPERATIONS	UC+15		
ENG2000 Construction Implementation Engineering Docs	PHOTOS, PROJECT PROGRESS Photos taken during construction of construction site and work.	ENG2220	UC	15	CONSTRUCTION, OPERATIONS	UC+15	Destroy paper 6 months after captured into Project Quest.	SS
ENG2000 Construction Implementation Engineering Docs	PROJECT RECORD SPECIFICATIONS Reprinted contract technical specification that incorporate changes annotated onto as-built specifications.	ENG2300	LOS+10	NA	CONSTRUCTION, OPERATIONS	IND	Destroy paper 6 months after captured into Project Quest.	SS
ENG2000 Construction Implementation Engineering Docs	OPERATION & MAINTENANCE DATA Manuals and other material related to operating and maintaining the system constructed.	ENG2400	LOS+10	NA	CONSTRUCTION, OPERATIONS	IND	Destroy paper 6 months after captured into Project Quest.	SS

RECORD SERIES	RECORD CATEGORY NAME & DESCRIPTION	RETENTION CODE	Years to Retain in Dept. Files	Yrs.to Retain Ori. in Off-site or sys. Storage	OFFICE OF RECORDS	TOTAL RETENTION	COMMENTS	Sensitive Records
ENG2000 Construction Implementation Engineering Docs	CONSTRUCTION SUBJECT FILES Subject/correspondence/reports arranged by approved subject codes maintained by the Project Manager or Resident Engineer and constituting the official Project Record.	ENG2500	UC	15	CONSTRUCTION, OPERATIONS	UC+15	Destroy paper 6 months after captured into Project Quest.	SS
ENG2000 Construction Implementation Engineering Docs	SUBMITTALS Work-products submitted by contractors to satisfy terms of contract.	ENG2600	ACT+01	UCP	PROCUREMENT	IND	Destroy paper 6 months after captured into Project Quest.	SS
ENG2000 Construction Implementation Engineering Docs	QUALITY MANAGEMENT FILES Quality Management audits and surveillance files of the MTA's construction projects.	ENG2700	ACT+03	12	QUALITY ASSURANCE	ACT+15		SS
ENV1000 Environmental Records	ENVIRONMENTAL TESTING/EXPOSURE/MONITORING Records related to the testing, monitoring, and analysis of the environment for hazardous substances.	ENV1100	ACT+01	29	CORPORATE SAFETY	IND		
ENV1000 Environmental Records	ENVIRONMENTAL PROJECT FILES Environmental reports and related documents, including final reports, maps specifications and similar documents pertaining to environmental issues associated with MTA construction, functions, operation, and maintenance.	ENV1200	ACT	15	ENVIRONMENTAL	ACT+15		
	HAZARDOUS MTA CHEM INV FORMS (HCS-88) Records explaining the dangers associated with different chemicals found in the workplace.	ENV2100		IND	CORPORATE SAFETY	IND		
ENV3000 Hazardous Waste Records ENV3000 Hazardous Waste Records	HAZARDOUS WASTE MANIFEST FORMS Records detailing the disposition of environmentally dangerous materials. UNDERGROUND STORAGE TANK O&M Records documenting the maintenance and disposition of waste storage tanks.	ENV3100 ENV3200	ACT+01		MULTIPLE MULTIPLE	IND	Destroy paper 10 years after captured. Destroy paper 10 years after captured.	

RECORD SERIES	RECORD CATEGORY NAME & DESCRIPTION	RETENTION CODE	Years to Retain in Dept. Files	Yrs.to Retain Ori. in Off-site or sys. Storage	OFFICE OF RECORDS	TOTAL RETENTION	COMMENTS	Sensitive Records
ENV4000	ENVIRONMENTAL IMPACT REPORT	ENV4100	ACT	IND	MULTIPLE	IND		
Environmental	Reports that are prepared under the California							
Impact	Environmental Quality Act (CEQA) and Environmental Impact Statements required by the National Environmental Policy Act (NEPA). Environmental reports describe and analyze the significant environmental effects of a project and include: Drafts, Final Reports, Supplemental Reports, Impact Statements, and Community Comments.							
FIN1000 Finance	FINANCE GENERAL	FIN1100	3	NA	FINANCE	3		
Transactions	Finance records not belonging in more							
	specialized categories.							
FIN1000 Finance	BANKING (DEPOSITS/CANCELLED CHECKS,	FIN1200	2	4	TREASURY	6		
Transactions	ETC.)							
	Records related to banking activities.							
FIN1000 Finance		FIN1300	2	IND	TREASURY	IND	V	
Transactions	Records documenting electronic transfer of MTA funds.							
FIN1000 Finance	OFFICIAL TRANSCRIPTS	FIN1320	ACT	NA	TREASURY	ACT	Destroy when no	C, N, P
Transactions	CD copy of official transcripts produced by bond counsel for all debt and lease issues; records of bond proceeds expenditures and investment of bond proceeds; Final Arbitrage Reports for each debt issue after 1986; private use analysis and mitigation.						longer needed.	
FIN2000	PENSION FUND INVESTMENT RECORDS	FIN2100	ACT+02	UCP	TREASURY	IND	V	
Investment	Records related to passive investments for							
Records	Pension Fund.						1,,	
FIN2000	BOND/DEBENTURE/INVESTMENT RECORDS	FIN2200	ACT+02	UCP	TREASURY	IND	V	
Investment Records	Records related to passive investments in stocks, bonds, and mutual funds to track and manage investments.							
FIN3000 Credit	LOAN/CREDIT RECORDS	FIN3100	ACT+03	IND	ACCOUNTING	IND		
Records	Credit statements and lending files. Includes							
	TIFIA America fast forward TIFIA loans.							

RECORD SERIES FIN3000 Credit	RECORD CATEGORY NAME & DESCRIPTION BAD DEBTS/UNCOLLECTABLE ACCT	RETENTION CODE FIN3200	Years to Retain in Dept. Files ACT+06	Yrs.to Retain Ori. in Off-site or sys. Storage	OFFICE OF RECORDS	TOTAL RETENTION ACT+06	COMMENTS  EL. Destroy paper	Sensitive Records
Records	RECORDS Records related to the monitoring, collecting, and writing off of bad debts. Includes authorizations, supporting details of uncollectible accounts.						after scanned and verified & retain electronic file 6 yrs.	
FIN4000 Credit Records	FINANCIAL STATEMENTS (ANNUAL) Financial statements, reports, and background information submitted to government agencies, stakeholders, etc.	FIN4100	10	UCP	ACCOUNTING	IND		
FIN5000 Credit Records	FINANCIAL AUDITS (EXTERNAL) Audits and work papers related to financial statements.	FIN5100	10	UCP	ACCOUNTING	IND		
FIN6000 Grants Management	GRANT MANAGEMENT FILES Programmatic, statistical, and supporting documents relevant to program regulations of state and federal grant agreements, including audit reports.	FIN6100	ACT+01	2	PROGRAM MANAGEMENT	ACT+03		
FIN9000 OMB Records	BUDGET (ANNUAL) Approved annual budget for each fiscal year.	FIN9100	ACT+01	UCP+10	OFFICE OF MANAGEMENT & BUDGET	IND	PA	
FIN9000 OMB Records	BUDGET (ANNUAL) SUPPORT DOCUMENTS Records related to budget preparation, including department budget submittals.	FIN9110	ACT+02		OFFICE OF MANAGEMENT & BUDGET	ACT+ 06		
FIN9000 OMB Records	BUSINESS PLANNING/FORECASTING Records related to future planning and forecasting for internal processes. Includes annual plans, strategic plans, facility planning. Does not include transportation planning.	FIN9200	ACT+2	UCP+5	OFFICE OF MANAGEMENT & BUDGET	IND	PA	
HUM1000 Human Resources	HUMAN RESOURCES GENERAL HR records not classified in other categories.	HUM1100	ACT+3	NA	HUMAN RESOURCES	ACT+3		С

RECORD SERIES	RECORD CATEGORY NAME & DESCRIPTION	RETENTION CODE	Years to Retain in Dept. Files		OFFICE OF RECORDS	TOTAL RETENTION	COMMENTS	Sensitive Records
HUM2000 Benefits	BENEFITS/INSURANCE PLANS, CONTRIBUTIONS Records related to agency-sponsored benefit plans. Includes insurance, pension, disability, medical, and survivor program; vesting; vacation; educational assistance; savings plans; flexible spending claims; and correspondence explaining benefits plans.	HUM2100	ACT+03	3	BENEFITS	ACT+06	V	
HUM2000 Benefits	PENSION SUMMARY INFORMATION Records related to cumulative years of service, total pension contributions, accrued benefits, pension plans vendor payment records, etc.	HUM2200	ACT	6	BENEFITS	ACT+06		С
HUM2000 Benefits	BENEFITS CONTRIBUTIONS/DISTRIBUTIONS Records detailing actual monies contributed and disbursed.	HUM2300	ACT	6	BENEFITS	ACT+6		С
HUM2000 Benefits	PENSION PLAN RPT (IRS FORM 5500) Records related to pension plans, pension valuations, actuarial reports, benefits statements, performance evaluation reports, etc.	HUM2400	3	3	BENEFITS	6		С
HUM3000 Individual Employee Files	HR EMPLOYEE PERSONNEL FILE (NON-MED) Summary and detailed records for individual employees related to hiring, promotion, performance, transfer, termination, etc. maintained by HR.	HUM3100	ACT	5	HUMAN RESOURCES	ACT+05		С
HUM3000 Individual Employee Files	DEPARTMENTAL EMPLOYEE PERSONNEL FILE (NON-MED) Summary and detailed records for individual employees maintained by the employee's department.	HUM3110	ACT	NA	MULTIPLE	ACT	Send to HR when employee separates from MTA. Exception: Active Bus/Train Operators files can be sent to RMC for convenience storage after 3-yrs.	С
HUM3000 Individual Employee Files	IMMIGRATION & NATURALIZATION SVC FORM I-9 Immigration & naturalization Form 1-9. Individuals employment eleigibility verification records.	HUM3200	ACT+03	NA	HUMAN RESOURCES	ACT+03	Keep in department until employee separates from MTA plus 3-yrs.	С

RECORD SERIES	RECORD CATEGORY NAME & DESCRIPTION	RETENTION CODE	Years to Retain in Dept. Files	Yrs.to Retain Ori. in Off-site or sys. Storage	OFFICE OF RECORDS	TOTAL RETENTION	COMMENTS	Sensitive Records
HUM4000	HR EMPLOYEE MEDICAL RECORDS –	HUM4100	ACT	5	HUMAN	ACT+5		С
<b>Employee Health</b>					RESOURCES			
& Safety	Employee medical records related to medical							
Records	treatment, examinations, medical history, etc. maintain by HR.							
HUM4000	DEPT. EMPLOYEE MEDICAL RECORDS –	HUM4110	ACT	NA	MULTIPLE	ACT	Send to HR when	С
<b>Employee Health</b>							employee separates from MTA. Exception:	
& Safety	Employee medical records related to medical						Active Bus/Train	
Records	treatment, examinations, and history in employee's department						Operators files can be sent to RMC for convenience storage after 3-yrs.	
HUM4000	EMPLOYEE MEDICAL RECORDS-HAZARD	HUM4200	ACT	UCP	CORPORATE	IND	If injury accurred,	С
<b>Employee Health</b>	EXPOS				SAFETY		documents may be	
& Safety	Records pertaining to exposures to hazardous						required for	
Records	materials.						litigation or claim.	
HUM4000	INJURY/ILLNESS PROGRAM FILES	HUM4300	5	NA	DIVISIONS	5		
	Records detailing MTA programs promoting							
& Safety	employee health and safety (IIPP Binders).							
Records	EMPLOYEE ACCIDENT/IN HIDY DECORDS	1111844040	A O.T. 00	N I A	MULTIDUE	A OT : 00		-
HUM4000	EMPLOYEE ACCIDENT/INJURY RECORDS	HUM4310	ACT+02	NA	MULTIPLE	ACT+02		С
	Records related to on-the-job injury, including Safety-5.							
& Safety	Salety-5.							
Records HUM4000	OSHA 200 LOG AND SUMMARY (MONTHLY)	HUM4320	6	NA	CORPORATE	6		
	Monthly report sent to OSHA each month	1101117020	ľ	. */ \	SAFETY			
& Safety	detailing accidents.							
Records	<b>5</b>							
HUM4000	MATERIAL SAFETY DATA SHEETS	HUM4410	ACT	UCP	CORPORATE	IND	EL	
<b>Employee Health</b>	Imaged MSDS sheet required by OSHA that				SAFETY			
& Safety	details dangers & proper handling of dangerous							
Records	substances maintained on electronic imaging							
	system.							
HUM4000	EXPOSURE AND AUDIOMETRIC TESTING	HUM4420	2	UCP	CORPORATE	IND		
	Records related to exposure and audiometric				SAFETY			
& Safety	testing conducted for employees.							
Records								

RECORD SERIES	RECORD CATEGORY NAME & DESCRIPTION	RETENTION CODE	Years to Retain in Dept. Files	Yrs.to Retain Ori. in Off-site or sys. Storage	OFFICE OF RECORDS	TOTAL RETENTION	COMMENTS	Sensitive Records
	WORKPLACE INSPECTION/TESTING	HUM4430	3	NA	CORPORATE	3		
	Records related to inspection and testing of				SAFETY			
	workplace for possible hazards.							
Records					200000			
HUM4000	SAFETY AND EMERGENCY PLANS	HUM4500	ACT	3	CORPORATE	ACT+3		S
	Plans for coping with disaster and emergency				SAFETY/GENERAL			
	(e.g. fire and earthquake evacuation, etc.).				SERVICES			
Records HUM4000	DRUG & ALCOHOL PROGRAM MIS REPORTS	HUM4610	2	8	HUMAN	10		
Employee Health		HUW4610	2	0	RESOURCES	10		
	Records relating to the drug and alcohol that MIS				REGOORGEO			
Records	report to the FTA records included Contractor							
	Monitoring Files.							
HUM4000	DRUG & ALCOHOL POSITIVE TEST RESULTS	HUM4620	3	5	HUMAN	8		С
<b>Employee Health</b>	Records related to positive drug test results				RESOURCES			
& Safety	including completed follow-up files.							
Records								
	DRUG & ALCOHOL PROGRAM RANDOM	HUM4630	2	4	HUMAN	6		С
	SELECTION FILES				RESOURCES			
	Records related to random testing and files of							
17000100	selectees not tested and reason.	1111844040	0	N I A	1 11 18 4 5 5 1	0		-
	DRUG & ALCOHOL POST-ACCIDENT	HUM4640	3	NA	HUMAN	3		С
	NEGATIVE RESULTS Records related to the Alcohol testing program,				RESOURCES			
	including copies of related reports.							
	DRUG & ALCOHOL PRE-EMPLOYMENT/RTW	HUM4650	2	NA	HUMAN	2		С
	NEGATIVE RESULTS	.10111-000	_		RESOURCES	_		J
	Records related to alcohol tests with negative							
Records	results, including Non-DOT new hire negative							
	tests.							
	DRUG & ALCOHOL RANDOM NEGATIVE	HUM4660	2		HUMAN	2		С
<b>Employee Health</b>					RESOURCES			
& Safety	Records showing proof of testing.							
Records								

RECORD SERIES	RECORD CATEGORY NAME & DESCRIPTION	RETENTION CODE	Retain in Dept. Files	Yrs.to Retain Ori. in Off-site or sys. Storage	OFFICE OF RECORDS	TOTAL RETENTION	COMMENTS	Sensitive Records
HUM5000 Training Development	TRAINING/EMPLOYEE DEVELOPMENT FILES Records related to the development and operation of agency-sponsored training programs and seminars. Includes educational assistance, management and supervisor development, job progression, course listings, schedules, requests and approvals. Also includes records related to certification for individual to perform tasks.	HUM5100	ACT		HUMAN RESOURCES	ACT+3	Not Grant-Related	
HUM5000 Training Development	ORGANIZATIONAL DEVELOPMENT & TRAINING (OD&T) - Imaged records related to training and employees development records for Organizational Development & Training.	HUM5101	ACT	3	ORGANIZATIONAL DEVELOPMENT & TRAINING	ACT+3	EL	
HUM5000 Training Development	ELECTRONIC VERSION OF CLASS RECORDS Electronic version of the records relating to the development and operation of agency-sponsored training programs and seminars, including but not limited to course listings, schedules, requests and approvals, outlines and materials. Also includes records related to certification for individual to perform tasks.	HUM5105	ACT+6	NA	OPERATIONS MAINTENANCE INSTRUCTION, OPERATIONS CENTRAL INSTRUCTION, ORGANIZATIONAL DEVELOPMENT & TRAINING	ACT+6		
HUM5000 Training Development	GRANT-RELATED TRAINING/EMPLOYEE DEVELOPMENT FILES Grant-funded training and employee development.	HUM5110	ACT		HUMAN RESOURCES	LOG+3	Retain 3 years after final payment	
HUM5000 Training Development	CONFIDENTIAL TEAM BUILDING/STRATEGIC PLANNING Electronic records relating to the team building/strategic planning sessions for MTA departments, including: needs assessment questionnaires, interview responses, Executive Summaries, and supportive team building/strategic planning retreat documents.	HUM5115	3	NA	ORGANIZATIONAL DEVELOPMENT & TRAINING	3		С
HUM5000 Training Development	VEHICLE TRANSIT TRAINING FILES Files documenting each operator's training and certification.	HUM5200	ACT	5	OPERATIONS DIVISIONS TRANSPORTATION	ACT+5		

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HUM5000	DMV CERTIFICATE FILES	HUM5210	5	IND	OPERATIONS DIVISIONS	IND		С
Training Development	Files reviewed by DMV to ensure operator training and readiness.				TRANSPORTATION			
HUM6000 Salary	SALARY ADMINISTRATION GENERAL	HUM6100	3	3	HUMAN	6		
Administration	RECORDS Records related to the payment of salaries and wages that are not included under any other subcategory (e.g. Acct-10's, TOWP, vacation adjustments, cash out, sick donations, etc.)				RESOURCES			
HUM6000 Salary Administration	TIMESHEETS AND ADJUSTMENTS (Not electronically Captured) Employee timesheets, payroll adjustments( ACCT 172), and leave balance records (ACCT-10) in a paper format. Include MMAS,TOTS and SCM.	HUM6110	3		PAYROLL, OPERATIONS DIVISIONS	30		
HUM6000 Salary Administration	TIMESHEETS AND ADJUSTMENTS (Electronically Captured) Employee timesheets, payroll adjustments, and leave balances captured on CD/R.	HUM6120	UCP	2	PAYROLL	30	EL. Destroy paper after 2-yrs upon capture and retain image 30 years.	
HUM6000 Salary Administration	DIRECT DEPOSIT SLIPS/MANUAL CHECKS Records documenting employees' electing to have their paycheck deposited directly in to their bank account and manually prepared payroll checks.	HUM6130	UCP	2	PAYROLL	4	EL. Destroy paper after 2-yrs upon capture and retain image 4 years	
HUM6000 Salary Administration	GARNISHMENT Records documenting court-ordered withholding from an employee's pay for a third party.	HUM6140	UCP		PAYROLL	30	EL. Destroy paper after 2-yrs upon capture and retain image 30 years	
HUM6000 Salary Administration	BI-WEEKLY EMPLOYEE PAYROLL REPORTS ON COM Computer generated microfilm reports related to the payment of salaries and wages.	HUM6200	6		PAYROLL	6		С
HUM6000 Salary Administration	W-2 FORMS ON COM Annual records of employee earnings given to the employee and to the government.	HUM6300	6	NA	PAYROLL	6		С

RECORD SERIES	RECORD CATEGORY NAME & DESCRIPTION	RETENTION CODE	Years to Retain in Dept. Files	Yrs.to Retain Ori. in Off-site or sys. Storage	OFFICE OF RECORDS	TOTAL RETENTION	COMMENTS	Sensitive Records
Administration	W-4 FORMS Imaged records modifying the number of deductions an employee is claiming.	HUM6310	6		HUMAN RESOURCES	6	EL. Destroy paper after 6 months, capture and retain image for 6 years	С
- · · · · · · · · · · · · · · · · · · ·	OPERATORS DAILY PAY PACKAGE Daily collection of annotated computer-generated daily reports listing which buses were in service and which drivers were driving them.	HUM6500	1	5	OPERATIONS DIVISIONS TRANSPORTATION	6	Also electronically stored in TOAST/HASTUS Resource Sys.	
Administration	OPERATORS PERFORMANCE RECORD Individual employee records related to on the job performance. These records maybe included with HUM3100.	HUM6510	ACT		HUMAN RESOURCES	ACT+5		С
Administration	WORK TIME ALTERATIONS Operators overtime slips and Operators scheduled deviation time.	HUM6520	3	NA	OPERATIONS DIVISIONS MAINTENANCE	3		
	SCHEDULE CHECKERS ASSIGNMENT Records related to employees daily assignments. Scheduled Checkers assignmint with alterations to their assignments.	HUM6600	1	5	PLANNING	6		
HUM7000 Employee Selection Files	EMPLOYEE SELECTION FILES Records related to all Metro Job postings/bulletens	HUM7000	1	9	HUMAN RESOURCES	10		С
HUM7000 Employee Selection Files	BACKGROUND INVESTIGATION RECORDS Records pertaining to investigation of people that applied for employment with LACMTA.	HUM7100	3		RESOURCES	IND		C, I
HUM7000 Employee Selection Files	LEADER TESTING RECORDS Employee performance test results.	HUM7110	ACT+3		CENTRAL INSTRUCTION MAINTENANCE	ACT+3		С
HUM8000 Employment Standards and Compliance	TRIP REDUCTION PLAN (SCAQMD) Records documenting MTA's effort to reduce number of employee vehicle trips.	HUM8100	1		RESOURCES	IND		
HUM8000 Employment Standards and Compliance	HOME TO WORK SURVEY Surveys to determine how employees commute and thereby determine compliance with PLAN.	HUM8110	ACT	3	HUMAN RESOURCES	ACT+3		

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HUM8000	ADA FILES	HUM8200	ACT+6	NA	HUMAN	ACT+6	EL.Destroy paper	
Employment	Records documenting compliance with				RESOURCES		file after captured	
Standards and	Americans with Disabilities Act, for employees						into Share Point.	
Compliance HUM8000	and future employees and riders VIOLENT INCIDENT REPORTS	HUM8300	ACT+5	NA	HUMAN	ACT+5		C, I
Employment	Reports of violent employee behavior in the work	HUMOSUU	ACT+5	INA	RESOURCES	AC1+5		C, 1
Standards and	place.				REGOORGEO			
Compliance								
HUM8000	FAMILY CARE AND MEDICAL LEAVE (FCML)	HUM8400	4	NA	HUMAN	4		С
Employment	FILES				RESOURCES			
Standards and	Records documenting applications, and							
Compliance	authorizations for FCML.							
LEG1000	CEO MAIL RECORDS	LEG1010	ACT	IND	EXECUTIVE OFFICE	IND	EL	
Business	Imaged records of communications addressed to the CEO							
Organization LEG1000	BUSINESS ORGANIZATION GENERAL	LEG1100	10	UCP	OFFICE OF BOARD	IND		
Business	RECORDS	LLGTIOU			SECRETARY	II VD		
Organization	Records related to the establishment of, and rules governing, the operation of the organization.							
LEG1000	BOARD AND FORMAL COMMITTEE RECORDS	LEG1200	1	UCP	OFFICE OF BOARD	IND	V, PA	
Business	Records related to Board meetings. Includes all				SECRETARY			
Organization	non-board meetings required by law, as well as all Board sub-committee meetings.							
LEG1000	BOARD AND FORMAL COMMITTEE MEETING	LEG1210	1	IND		IND	Stored in RMC and	
Business	MEDIA				SECRETARY		Share Point	
Organization	Electronic audio and audio tapes of Board meetings.							
LEG1000	CONFIDENTIAL BOARD & COMMITTEE	LEG1220	IND	NA	OFFICE OF BOARD	IND	Tape and hard	C, P, N
Business	MEETING RECORDS				SECRETARY		copy stored in	
Organization	Records of closed Board sessions involving eminent domain, personnel, and other confidential matters.						Board Sec. Office	
LEG1000	BOARD RESOLUTIONS AND ORDINANCES	LEG1300	1	UCP	OFFICE OF BOARD	IND		
Business	Formal legal determinations by the Board of				SECRETARY			
Organization	Directors.							

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LEG1000	INFORMAL MEETING AGENDAS/MINUTES	LEG1400	3	UCP	MULTIPLE	IND	PA	
Business	Minutes of informal or unofficial committee						Send audio	
Organization	meeting. Including audio recordings						recording to RMC	
LEG1000	BOARD BOX ITEMS	LEG1500	03 MO	UCP		IND		
Business	Informational items distributed by the Board				SECRETARY			
Organization	Secretary to Board members.	1.504000	A O.T. 04	INID	DIOK	INID	\ /	0.00
LEG1000	INSURANCE (POLICIES/AMENDMENTS, ETC.)	LEG1600	ACT+01	IND	RISK	IND	V	C, SS
Business Organization	Records related to coverage affecting agency liability. Includes policies, amendments, riders, and proof of payment.				MANAGEMENT			
LEG1000	CLAIM/LITIGATION CASE FILES	LEG1700	ACT	2	RISK	ACT+2		C, SS, P, I,
Business	Records of claims and lawsuits against the MTA.				MANAGEMENT,			N
Organization					COUNTY COUNSEL			
LEG1000	WORKERS COMP. CLAIMS	LEG1730	ACT+01	IND	RISK	IND		C, SS, I
Business	Workers compensation claims for job-related				MANAGEMENT			
Organization	injuries.							
LEG1000	EO COMPLAINT FILES AND TITLE VI	LEG1740	ACT	5	CIVIL RIGHTS	ACT+05		C, SS, I
Business	COMPLAINT FILES				PROGRAM			
Organization	Formal complaints of violation of federal equal opportunity laws.				COMPLIANCE			
HUM8000	TITLE 6 RECORDS	LEG1745	2	3	CIVIL RIGHTS	5		
Employment	Records documenting analysis reports, notice of				PROGRAM			
Standards and	title 6, memos, postings, complaints, etc.				COMPLINACE			
Compliance LEG1000	GRIEVANCE FILES (MAJOR 2nd LEVEL	LEG1750	ACT+02	ρ	MULTIPLE	ACT+10		C, I
Business	CASES)	LLG1730	AC1702		INIOLIII LL	A01+10		O, 1
Organization	Records pertaining to the disposition of formal							
or garnzation	employee complaints against management							
LEG1000	TCU GRIEVANCE FILES (MAJOR 2nd LEVEL	LEG1755	ACT+10	NA	LABOR/EMPLOYEE	ACT+10		C, SS, I
Business	CASES)				RELATIONS			
Organization	Records pertaining to the TCU grievance records							
	pertaining to the disposition of formal employee							
	complaints against management							
LEG1000	LABOR/ARBITRATION FILES	LEG1760	ACT+02	8	LABOR/EMPLOYEE	IND		C, I, N, P
Business	Records of precedent-setting settlements and				RELATIONS			
Organization	rulings.							

RECORD SERIES	RECORD CATEGORY NAME & DESCRIPTION	RETENTION CODE		Yrs.to Retain Ori. in Off-site or sys. Storage		TOTAL RETENTION	COMMENTS	Sensitive Records
LEG1000 Business Organization	GRIEVANCE FILE 2nd LEVEL (MINOR INFRACTIONS) Records pertaining to the disposition of minor infractions of employee complaints.	LEG1770	3	NA	LABOR/EMPLOYEE RELATIONS			C, I
LEG5000 Legal Compliance	LEGAL COMPLIANCE DOCS (FTA, EEOC, ETC.) Records related to the preparation of documents required by various agencies. Includes reporting and filings with agencies such as FTA, OSHA, EPA, EEOC, SBOE, etc.; also includes external program audits required by government agencies.	LEG5100	7	UCP	MULTIPLE	IND		
LEG5000 Legal Compliance	FTA-FEDERAL TRANSPORTATION FTA electronic system which collects information from the TOTS, Scheduling, and ATMS for reporting to the FTA.	LEG5110	10	NA	SERVICE PERFORMANCE & ANALYSIS	10		
LEG5000 Legal Compliance	TAX RETURNS Tax returns and supporting documents filed by the MTA.	LEG5200	10	NA	ACCOUNTING	10		
LEG5000 Legal Compliance	LICENSES/PERMITS Records, including licenses and permits, required to conduct business, collect fares, etc.	LEG5300	ACT	3	MULTIPLE	ACT+03		
LEG5000 Legal Compliance	COURT ORDER/AGENCY COMPLIANCE DOCS Records related to unique court orders issued to the MTA.	LEG5400	ACT	3	MULTIPLE	ACT+03		
LEG5000 Legal Compliance	ETHICS COMPLIANCE RECORDS Records pertaining to compliance with ethics requirements issued by the MTA and other government bodies.	LEG5500	2	5	ETHICS	7		
LEG5000 Legal Compliance	LOBBYIST REPORTS (QUARTERLY) Reports of lobbyist registration and activities produced by the Ethics office.	LEG5510	4	3	ETHICS	7		

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LEG5000 Legal Compliance	ETHICS OPINIONS Evaluation of potential Code of Conduct violation documentation. Records pertaining to ethics compliance issued by Metro and other government bodies and advice letters.	LEG5515	IND	NA		IND		
LEG5000 Legal Compliance	STATEMENT OF ECONOMIC INTERESTS Imaged CA700 forms detailing economic holdings of employees and Board members.	LEG5520	2	5	ETHICS	7	EL	
LEG5000 Legal Compliance	RECONSIDERATION OPINIONS  Evaluation of a bidders and proposers good faith efforts documentation.	LEG5525	4	NA	ETHICS	4		
LEG5000 Legal Compliance	CONFLICT OF INTEREST REPORTS Reports produced by the Ethics Office detailing potential conflicts of interests.	LEG5530	4	3	ETHICS	7		
LEG5000 Legal Compliance	AB1234 ETHICS TRAINING Ethics training records of elected and other specified agency officials. Ethics department is required to maintain all related documents (certificates, training notifications, legal updates, etc.) and proof of completion certifications.	LEG5535	3	2	ETHICS	5		
LEG5000 Legal Compliance	METRO PARKING CITATION AND FARE EVASION HEARINGS Documents maintained for record keeping purposes including copies of the original citation (parking or fare evasion ticket), photos, correspondence, notes taken at the hearing, hearing video, copies of the findings from the 1st level review and the 2nd level hearing official's finding recommendation.	LEG5540	5	NA	TRANSIT COURT	5		
LEG5000 Legal Compliance	DBE CERTIFICATION RECORDS – APPROVED File of businesses certified as disadvantaged. Records pertaining to MTA's attempt to provide economic opportunities to small and/or disadvantaged businesses.	LEG5610	ACT+02	1	DIVERSITY & ECONOMIC OPPORTUNITY	ACT+03		

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LEG5000 Legal Compliance	DBE CERTIFICATION RECORDS – DENIED Records of applicants denied certification as DBE's.	LEG5620	2	1	DIVERSITY & ECONOMIC OPPORTUNITY	3		
LEG5000 Legal Compliance	COMMUNITY SERVICE FILE Files that are mandated by the court to track community service work hours.	LEG5700	5	NA	STOPS & ZONES	5		
LEG5000 Legal Compliance	LEGAL CORRESPONDENCE RECORDS Imaged official legal correspondence created to substantiate the rights, obligation and interests of public transportation system, employees and client. Also include rec	LEG5800	ACT	ACT+6	COUNTY COUNSEL		EL	P
LEG5000 Legal Compliance	LEGAL DOCUMENT RECORDS Imaged records related to court proceedings for County Counsel.	LEG5810	ACT	ACT+6	COUNTY COUNSEL		EL	Р
LEG5000 Legal Compliance	PLEADINGS Imaged court records of litigation and court documentation for County Counsel	LEG5820	ACT	ACT+6	COUNTY COUNSEL	ACT+6	EL	Р
LEG5000 Legal Compliance	LEGAL PROJECT FILES Records related to determining legal requirements and providing legal advice for the agency.	LEG6000	ACT	10	COUNTY COUNSEL	ACT+10		C, SS, P, N, I, TS
LEG5000 Legal Compliance	LEGAL OPINIONS Records that document specific legal advice provided.	LEG6010	IND	NA	COUNTY COUNSEL			C, SS, P, N, I, TS
LEG5000 Legal Compliance	EVIDENCE CASE FILES Legal cases that have historical value and contain evidence.	LEG6020	ACT	20	COUNTY COUNSEL			C, SS, P, N, I, TS
LEG5000 Legal Compliance	COPYRIGHT/TRADEMARK/PATENT RECORDS Records related to preparation, filing, maintenance, and rights for patents and copyrights.	LEG7000		UCP	RECORDS MANAGEMENT	IND		C, SS, I, TS
LEG5000 Legal Compliance	LABOR RELATIONS NEGOTIATION FILES Records pertaining to the negotiation of labor contracts with the Unions.	LEG8000	ACT+03	UCP	LABOR/EMPLOYEE RELATIONS	IND		C, N, P

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LEG5000 Legal Compliance	LEGAL SERVICE COPIES (SUBPOENAS, ETC) Copies of subpoenas maintained by the Legal Service Office.	LEG9000	1	NA	LEGAL SERVICES	1		
LEG5000 Legal Compliance	LEGAL SERVICE ORIGINAL SUBPOENAS Original subpoenas received in Legal Services to garnish Metro employees' wages.	LEG9005	1	2	LEGAL SERVICES	3		
MAR1000 Marketing	MARKETING ACTIVITY RECORDS Records related to marketing or sales activities with vendors and potential customers.	MAR1100	3	NA	COMMUNICATIONS	3	Not Grant-Related	
MAR1000 Marketing	GRANT-RELATED RIDE SHARE RECORDS Records related to ride share grant-funded projects.	MAR1110	ACT		COMMUNICATIONS	ACT+3	Retain in department until grant has closed	
OPM1000 Operations and Maintenance Records	OPERATIONS & MAINTENANCE GENERAL Records generated by the Divisions not belonging to another category (e.g. track allocation, mainline operating clearance, inspection records, yard switch, manual block, clearance card, etc.).	OPM1100	2	3	OPERATIONS	5		SS
OPM2000 Operations and Maintenance Records	OPERATIONS SCHEDULING RECORDS Records pertaining to the development, revision, and issue of bus schedules (paddle board, work runs, supervisor summaries, consent decree, etc.).	OPM2100	US	10	SERVICE PERFORMANCE ANALYSIS	10	Sch. Dept. keeps their copy until superseded & RMC keeps their copy for 10yrs.	
OPM2000 Operations and Maintenance Records	OPERATIONS PULLOUT SHEETS (Rollout) Daily sheets produced by Scheduling detailing pull-out time for each scheduled bus/train for a division; the transportation and maintenance sections annotate the drivers and coach numbers assigned.	OPM2200	01 MO	10	OPERATIONS	10		
OPM2000 Operations and Maintenance Records	OPERATIONS PLANNING LINE FILES Records pertaining to the development and revision of bus routes (Route Instructions, Service Change Summaries, timeload, etc.).	OPM2300	ACT		OPERATIONS PLANNING, SCHEDULING	AR		

RECORD SERIES OPM2000 Operations and Maintenance	RECORD CATEGORY NAME & DESCRIPTION STOPS & ZONES T2 LINE FILES Master lists of bus lines and stops.	RETENTION CODE OPM2400		Yrs.to Retain Ori. in Off-site or sys. Storage	OFFICE OF RECORDS STOPS & ZONES	TOTAL RETENTION AR	COMMENTS	Sensitive Records SS
Records OPM3000 Operations and Maintenance Records	RAIL SAFETY & TRAINING RECORDS Records related to the program for periodic instruction of railroad employees, including program amendments.	OPM3100	5	NA	OPERATIONS RAIL	5		
OPM3000 Operations and Maintenance Records	CERTIFICATE OF DRIVING SKILL Records related to the contract with the DMV for employee testing, licensing documentation. Includes the DL170, dl260, drive test, pre-trip examination, and all personal information for the person being tested.	ОРМ3200	1	4	OPERATIONS CENTRAL INSTRUCTION	5		
OPM4000 Accident and Incident Records	VEHICLE ACCIDENT/INCIDENT REPORTS Reports of accidents and incidents occurring on	OPM4100	01MO	10	OPERATIONS DIVISIONS	10		C, SS, I
OPM4000 Accident and Incident Records	SUMMARY OF VEHICLE ACCIDENTS AND INCIDENTS High-level summary reports of accidents and incidents occurring on buses and trains and all regulatory reports.	OPM4110	2	1	OPERATIONS/ SAFETY	3		C, I
	OPERATIONS CONTROL CENTER RECORDINGS Functional data collected by Central Control. Recorded on ATMS System.	OPM4200	1	NA	OPERATIONS CONTROL CENTERS	1		C, I
OPM4000 Accident and Incident Records	OPERATIONS CONTROL RECORDINGS Data routinely collected daily by Central Control. Recorded on ATMS System.	OPM4210	1	NA	OPERATIONS CONTROL CENTERS	1		C, I
OPM4000 Accident and Incident Records	OPERS CTRL CTR RECORDINGS (MAJOR INCIDENT) Data collected by Central Control related to serious accidents and injuries. Recorded on ATMS System.	OPM4220	1	IND	OPERATIONS CONTROL CENTERS	IND		

RECORD SERIES	RECORD CATEGORY NAME & DESCRIPTION	RETENTION CODE	Years to Retain in Dept. Files	Yrs.to Retain Ori. in Off-site or sys. Storage	OFFICE OF RECORDS	TOTAL RETENTION	COMMENTS	Sensitive Records
Accident and Incident Records	OPERATIONS CTRL CTR DIV TELEPHONE RECORDINGS Tapes of telephone conversations between Central Control and operators regarding incidents in stations or vehicles. Recorded on Call Parrot System.	OPM4330	1	NA	OPERATIONS CONTROL CENTERS	1		C, I
Accident and Incident Records	OPS CTRL CTR TELEPHONE RECORDINGS (MAJOR) Tapes of telephone conversations regarding serious accidents and injuries. Recorded on Call Parrot System.	OPM4340	3	IND	OPERATIONS CONTROL CENTERS	IND		
	VSS-VEHICLE SECURITY and DVR Video Accident and incident records preserved by video recording systems that record all activity in a bus, on rail cars, at stations and facilities.	OPM4360	US	2	OPERATIONS	US+2	Tape is overwritten every 72 hours. Only the portion of a recording reported as an incident is preserved for two years.	
	VEHICLE MAINTENANCE GENERAL Revenue vehicle maintenance records not fitting into the more specialized category.	OPM5100	1	19	OPERATIONS MAINTENANCE	20		
OPM5000 Vehicle Maintenance Records	BUS ACCEPTANCE DOCUMENTS Records of acceptance of each new bus; documentation checklist, NABI documentation list, NABI working notes, MTA documentation list, and MTA working notes.	OPM5200	6	14	OPERATIONS MAINTENANCE	20		
Vehicle Maintenance Records	BUS WARRANTY FILES Records of warranty arrangements, warranty claims and warranty coverage and repair documentation and invoices.	OPM5300	7	LOV+4	OPERATIONS MAINTENANCE	LOV+4		
	OPERATIONS EQUIPMENT DAMAGE RPT Hard copy reports on damages to buses and trains.	OPM5400	1	5	OPERATIONS MAINTENANCE	6		

RECORD SERIES	RECORD CATEGORY NAME & DESCRIPTION	RETENTION CODE	Years to Retain in Dept. Files	Yrs.to Retain Ori. in Off-site or sys. Storage	OFFICE OF RECORDS	TOTAL RETENTION	COMMENTS	Sensitive Records
OPM5000 Vehicle Maintenance	COACH/CAR INSPECTION RECORDS Records of periodic inspection of coaches.	OPM5500	2	18	OPERATIONS DIVISIONS MAINTENANCE	20		
Records OPM5000 Vehicle Maintenance Records	ELECTRONIC COACH MAINTENANCE REPORTS Electronic records system that tracks maintenance activities, including preventative maintenance, unscheduled repairs, modifications to equipment. Includes current and historical inventory information.	OPM5600	LOV+2	NA	OPERATIONS MAINTENANCE	LOV+2	EL	
OPM5000 Vehicle Maintenance Records	DEFECT CARDS (B/O Cards) Cards filled out by operator noting defects and annotated by Mechanics with indication of repair.	OPM5700	2	18	OPERATIONS DIVISIONS MAINTENANCE	20		
OPM5000 Vehicle Maintenance Records	ROAD FAILURE TREND ANALYSIS (33-72) Statistical report of road failures of revenue vehicles.	OPM5800	1	NA	OPERATIONS DIVISIONS MAINTENANCE	1		
OPM5000 Vehicle Maintenance Records	ROAD FAILURE REPORTS & SUMMARIES (Road Call) Individual and summarized reports of revenue vehicles road failures.	OPM5810	1	6	OPERATIONS DIVISIONS MAINTENANCE	7		
OPM5000 Vehicle Maintenance Records	MAINTENANCE ADMINISTRATIVE RECORDS Copies of department correspondence and other general administrative documents.	OPM5900	1	NA	OPERATIONS DIVISIONS MAINTENANCE	1		
OPM5000 Vehicle Maintenance Records	OPERATIONS TRAINING RECORDS Imaged basic operator training, maintenace training, division support, TOS training, student records, and DMV-ETP.	OPM5910	UCP+1. 5	NA	OPERATIONS CENTRAL INSTRUCTION	UCP+1.5	EL, Keep original hardcopy in office storage for 18 months after they have been imaged	
OPM5000 Vehicle Maintenance Records	OPERATIONS TRAINING MATERIALS Imaged Training Manuals and Course Materials	OPM5920	ACT	10	OPERATIONS CENTRAL INSTRUCTION	10	EL	

RECORD SERIES	RECORD CATEGORY NAME & DESCRIPTION	RETENTION CODE		Yrs.to Retain Ori. in Off-site or sys. Storage	OFFICE OF RECORDS	TOTAL RETENTION	COMMENTS	Sensitive Records
OPM5000 Vehicle Maintenance Records	OPERATIONS CONTRACT RECORDS Imaged contracts	OPM5930	ACT	3	OPERATIONS CENTRAL INSTRUCTION	3	EL	
OPM6000 Transit Police	TRANSIT SECURITY GENERAL RECORDS Records pertaining to activities of the Transit Security.	OPM6100	2	4	TRANSIT SECURITY	6		C, I
Police	TRANSIT SECURITY DISPATCH RECORDINGS Dispatched audio recording of incidents.	OPM6200	04 MO	NA	TRANSIT SECURITY			C, I
OPM7000 Congestion Relief	FREEWAY SERVICE PATROL RECORDS Records related to the program to provide tow trucks to motorists stranded on the freeways.	OPM7100	2		SERVICES	IND		
OPM7000 Congestion Relief	MOTORIST ASSIST FORMS – SCANNED Scantron forms recording assistance provided to individual motorists.	OPM7110	0.05		MOTORIST SERVICES	1		С
OPM8000 Rail Maintenance	SIGNAL & COMMUNICATION FILES Records related to inspection, maintenance and testing of grade crossing signals.	OPM8100	3		OPERATIONS DIVISIONS MAINTENANCE RAIL	4		
PPA1000 Transportation Planning	SCAG OVERALL WORK PROJECT PLAN Records pertaining to transportation projects approved and monitored by SCAG.	PPA1010	3		COUNTYWIDE PLANNING & DEV.	3	PA	
	REGIONAL TRANSPORTATION PLANS Regional transportation plans for all modes.	PPA1100	3		PLANNING & DEV.	IND		
Transportation Planning	MTA TRANSPORTATION SUPPORT DOCUMENTATION Working papers and support documents for transportation plan.	PPA1110	ACT	3	COUNTYWIDE PLANNING & DEV.	ACT+3	PA, GR	
PPA1000 Transportation Planning	QUARTERLY REPORT FOR COUNTY WIDE PLANNING Countywide Planning and Programming section quarterly status reports.	PPA1200	3		COUNTYWIDE PLANNING & DEV.	IND		

RECORD SERIES PPA1000	RECORD CATEGORY NAME & DESCRIPTION QUARTERLY REPORT FOR COUNTYWIDE	RETENTION CODE PPA1300	Years to Retain in Dept. Files	Yrs.to Retain Ori. in Off-site or sys. Storage	OFFICE OF RECORDS	TOTAL RETENTION	COMMENTS	Sensitive Records
Transportation Planning	PLANNING (Back-up material) Back-up material for Countywide Planning & Programming sections quarterly status reports.		1		PLANNING & DEV.	3		
PPA2000 Transportation Project Programming	TRANSPORTATION PROJECT FILES Imaged Planning project files (Call For Projects) for multiple models including highway, bikeway, and rail containing environmental reports conceptual studies, feasibility studies, correspondences, moves, project application, etc.	PPA2100	ACT+3	UCP	COUNTYWIDE PLANNING & DEV.	IND	EL, GR, PA	
PPA2000 Transportation Project Programming	TRANSPORTATION PROJECTS PAPER FILES Hardcopy originals of unfunded and/or closed project files (Call For Projects and Non-Call for Projects) that have been imaged including highway, bikeway, and rail containing environmental reports conceptual studies, feasibility studies, correspondences, moves, and project application materials (studies, surveys and pictures), etc.	PPA2110	ACT	10	COUNTYWIDE PLANNING & DEV.	ACT + 10	Keep original hardcopy in off-site storage for 10- years after they have been imaged	
PPA2000 Transportation Project Programming	LOCAL TRANSIT FILES (MUNI & CITY FILES) Local city file containing proposition A&C memoranda of understanding: TDA/STA claims; Section 9/n. D.T.I performance audits; SRTDS; State Control Reports, etc.	PPA2200	3	UCP	COUNTYWIDE PLANNING & DEV.	IND		
PPA2000 Transportation Project Programming	IMMEDIATE NEEDS PROGRAM FILES Immediate needs program records (include trip information, trip summaries, funding authorizations, invoices, and vouchers) documenting the program that distributes taxi vouchers and bus tokens to those with transportation needs and no other means to meet them.	PPA2210	ACT+1	2	COUNTYWIDE PLANNING & DEV.	ACT+3		

				Yrs.to Retain Ori.				
RECORD		RETENTION	Retain in Dept.	in Off-site or sys.		TOTAL		Sensitive
SERIES	<b>RECORD CATEGORY NAME &amp; DESCRIPTION</b>	CODE	Files	Storage	OFFICE OF RECORDS	RETENTION	COMMENTS	Records
PPA2000	CTC AGENDA (California Transportation	PPA2300	3	5	COUNTYWIDE	8		
Transportation	Commission)				PLANNING & DEV.			
Project	CTC are agendas of all legislative, statewide							
Programming	information items.							
PPA3000	TRANSPORTATION SYSTEMS ANALYSIS AND	PPA3100	3	UCP	COUNTYWIDE	IND	PA, GR	
Transportation	MODELS				PLANNING & DEV.			
Systems	Records pertaining to the development and							
Analysis	publishing of analytical transportation studies and							
	models.			1105	00111171117	1115	DA 00	
PPA3000	NATIONAL TRANSPORTATION DATABASE	PPA3200	3	UCP	COUNTYWIDE	IND	PA, GR	
Transportation	SOURCE DOCS				PLANNING & DEV.			
Systems	Documents used to provide statistical transportation data to the National Transportation							
Analysis	Database.							
PPA3000	TRANSPORTATION MODELING RECORDS	PPA3300	ACT+1	20	COUNTYWIDE	20		
Transportation	Print outs of data describing alternative	11 A3300	7.0111	20	PLANNING & DEV.	20		
Systems	transportation forecast.							
Analysis								
PPA4000	BENEFIT ASSESSMENT ADMIN FILES	PPA4100	ACT+1	UCP	COUNTYWIDE	IND	Keep originals 11	
Benefits	Records pertaining to the assessment of a fee on				PLANNING/REAL		yrs. after imaging	
Assessment	property benefiting from transportation				ESTATE			
	improvements.							
PPA4000	BENEFIT ASSESSMENT CASE FILES	PPA4200	ACT+04	UCP	COUNTYWIDE	IND	Keep originals 11	
Benefits	Records pertaining to the disposition of individual				PLANNING/REAL		yrs. after imaging	
Assessment	property owners contesting their benefit				ESTATE			
	assessment.					=		
PUB1000 Public	PUBLIC AFFAIRS/COMMUNITY RELATIONS	PUB1100	3	UCP	MULTIPLE	IND	PA, GR	
Affairs	GENERAL							
	Records related to public relations not fitting into							
PUB1000 Public	one of the specialized categories below.  PUBLIC MEETING FILES	PUB1200	1	UCP	MULTIPLE	IND	PA, GR	
Affairs	Records of public meetings held to discuss	FUB1200	['	1005	INIOLITE	טוווט	ra, Gr	
Allalis	transportation issues and changes							
PUB1000 Public	PUBLIC COMMENT LETTERS	PUB1300	1	UCP	MULTIPLE	IND	PA, GR	
Affairs	Letters received from the public regarding	. 521000	[	]		"."	,	
	transportation issues and changes.							

RECORD SERIES PUB1000 Public Affairs	RECORD CATEGORY NAME & DESCRIPTION  PUBLIC COMMENT/COMPLAINT RECORDS  Transit service related comments, commendations, and complaints	RETENTION CODE PUB1500	Years to Retain in Dept. Files	Yrs.to Retain Ori. in Off-site or sys. Storage	OFFICE OF RECORDS CUSTOMER SERVICE	TOTAL RETENTION 10	COMMENTS  EL. Retain paper in Dept 5 years and 5 years offsite.	Sensitive Records
PUB2000 Public Affairs	GOVERNMENT RELATIONS RECORDS Records related to the MTA's relations with local, state, and federal government officials and bodies.	PUB2000	5		GOVERNMENT RELATIONS	5	PA	
PUB3000 Public Affairs	PUBLIC AFFAIRS (PHOTO, MODEL, & PRESS RELEASES) Photo release, press release, and model release forms, including consent agreement forms produced by multiple departments.	PUB3000	5		PUBLIC RELATIONS/COMM UNICATIONS,RESE ARCH & RECORDS INFO.	IND	EL	
PUB4000 Public Affairs	EMPLOYEE NEWSLETTERS/ALL STAFF MEMOS Newsletters and memos distributed to all staff and/or special employee groups.	PUB4000	3	UCP	MULTIPLE	IND	EL	
PUB5000 Public Affairs	ART COLLECTION DATABASES/RECORDS Records of special art fabricator specifications, conservator reports, inventory assessments/surveys and financial appraisals. Public and portable artworks.	PUB5100	IND	NA	METRO ART	IND	EL	
	NOTES							
	NOTES:  REV. 1 APPROVED BY THE BOARD OF DIRECTORS	05/24/1996						
	REV. 2 APPROVED BY THE BOARD OF DIRECTORS	05/24/1996	1					
	REV. 3 APPROVED BY THE BOARD OF DIRECTORS	06/25/1997	1					
	REV. 4 APPROVED BY BOARD OF DIRECTORS	09/23/1999	<del> </del>					
	REV. 5 APPROVED BY BOARD OF DIRECTORS	03/22/2001	<del> </del>					
	REV. 6 APPROVED BY BOARD OF DIRECTORS	09/26/2002	<u> </u>					
	Rev. 7 APPROVED BY CHIEF EXECUTIVE OFFICER	10/08/2003						
	Rev. 8 APPROVED BY CHIEF EXECUTIVE OFFICER	06/29/2004	<u> </u>					
	Rev. 9 APPROVED BY BOARD OF DIRECTORS	12/13/2004	1					
	Rev. 10 APPROVED BY CHIEF EXECUTIVE OFFICER	04/05/2005						
	Rev. 11 APPROVED BY CHIEF EXECUTIVE OFFICER	06/14/2006						
	Rev. 12 APPROVED BY CHIEF EXECUTIVE OFFICER	07/10/2008						
	Rev. 13 APPROVED BY CHIEF EXECUTIVE OFFICER	10/21/2008						
	Rev. 14 APPROVED BY CHIEF EXECUTIVE OFFICER	10/17/2010						

RECORD SERIES	RECORD CATEGORY NAME & DESCRIPTION	RETENTION CODE		Yrs.to Retain Ori. in Off-site or sys. Storage	OFFICE OF RECORDS	TOTAL RETENTION	COMMENTS	Sensitive Records
	Rev. 15 APPROVED BY CHIEF EXECUTIVE OFFICER	7/14/2011						
	Rev. 16 APPROVED BY CHIEF EXECUTIVE OFFICER	5/25/2012						
	Rev. 17 APPROVED BY CHIEF EXECUTIVE OFFICER	8/27/2013						
	RETENTION CODES	SPECIAL REC	I ORDS CA	I TEGORIE	<u> </u> S			
	ACT = While active				m Legal Counsel to the Boa	rd of Director).		
	AR = Annual Review				d by Metro with the intention		hout	
	EL = Electronic Record	any transfer of own	ership as a r	esult of the na	ature of the records).			
	G = Grant Related	TS = Procurement/	Trade Secre	t (Formulas, p	olan, patterns, process, tool,	mechanism, compo	und,	
	GR = Potentially Grant Funded, See ADM5000	procedure, producti	on data or c	ompilation of	information which is not pate	ntee etc.		
	IND = Indefinite. Records must be reviewed periodically.	CS = Computer So	ftware Reco	rds (Compute	er mapping systems, progran	ns and graphic syste	ems).	
	LOC = Life of Contract	AV = Audio & Vide	o Records (I	ncidents repo	rted by Metro employee, law	enforcement or		
	LOG = Life of Grant	individuals involved	in the incide	ents).				
	LOS = Life of System	SS = Security Sens	sitive Record	ls (Facility red	cords, transportation systems	s, communication or		
	LOV = Life of Vehicle	security systems ar	nd all other s	ystems).				
	MO = Months	I = Investigative R	ecords (Inve	stigation infor	mation and data relating to i	ncidents or accident	ts	
	NA = Not Applicable	on all Metro vehicle	s and facilities	es).				
	PA = Potentially Archival	N = Internal Negot	tiation Recor	ds				
	UC = Upon completion	DR = Records Stor	ed Offsite fo	r Disaster Re	covery (Backed-up data, sys	tems and applicatio	n records).	
	UCP = Until Captured	E = Email Records						
	US = Until Superseded or obsolete							
	UV = Until Verified							
	V = Vital Business Record							
	WC = When Created							
	WI = When Inactivated							
	WU = While Useful							