

RECORDS GOVERNANCE INITIATIVE UPDATE

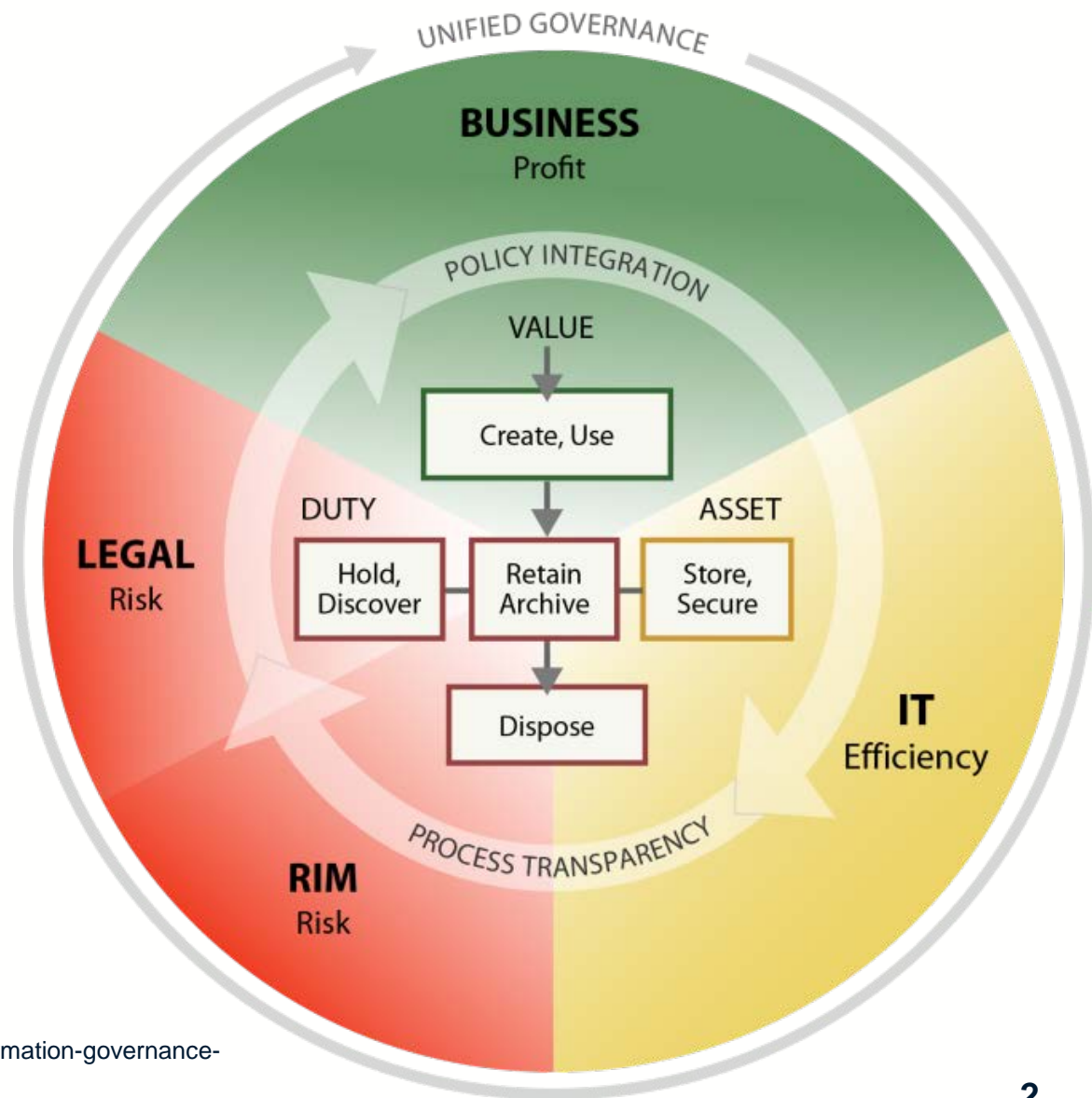
TriMet Board Briefing

March 22, 2017

Kimberlee Akimoto

Records Governance Manager

What is Records Governance?



Records Governance Initiative

Phase I Fall 2013

- Assess
- Develop Strategy for Improvement

Phase II Fall 2014

- Lay Solid RG Foundation
- Prepare for Technology

Phase III Fall 2017

- Explore / Implement Technology Solution

Phase Two Projects

**Off-Site
Records
Storage**

**Vital
Records**

**Divisional
File Plan
Dev.**

**Retention
Schedule**

**Shared
Drive**

**RGL
Network**

Off-Site Records Storage

COMPLETED ✓



- **Centralized Tracking**
- **Inventory Control**
- **Retention & Disposition**

Vital Records

COMPLETED ✓

Tri-County Metropolitan Transportation
District of Oregon
230 Morgan Park Building
729 S. W. Alder
Portland, Oregon 97205

November 5, 1969

City Council
City of Portland
City Hall
Portland, Oregon 97204

Gentlemen:

The Tri-County Metropolitan Transportation District of Oregon (TRI-MET) hereby requests a permit to operate buses within the City for the purpose of providing public transportation.

TRI-MET was organized on October 14, 1969, pursuant to Chapter 643, Oregon Laws 1969 to provide a mass transit system for the people of the district. Portland and the surrounding areas served by Rose City Transit (RCT) are threatened with a stoppage of bus service for an indeterminate length of time by virtue of a strike or lock-out. An interruption of bus service would work a great hardship on those dependent on public transportation including students, the elderly, the disadvantaged, and wage earners. We feel that every effort should be made to minimize this hardship, if it occurs.

- Protect Records of Continuing Value
- Disaster Planning
- Security Back-Up (PDF/A)
- Access/Searchable

Divisional File Plan Development

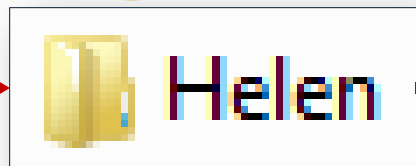
COMPLETED ✓

GOV	<u>GOVERNANCE AND COMPLIANCE</u>
BOA	Board and Governing Bodies
	Correspondence - Board
	Gift Reporting
	Meetings and Briefings - Board
	Materials and Videos
	Retreat Management
	Member Management
	Orientation Packets
	Prospects
	Rosters
	Memos
	Minutes and Agendas
	Ordinances
	Approved [Year/Month][Ordinance Number][Title]
	Development [Year/Month][Ordinance Number][Title]
	Resolutions
	Approved [Year/Month][Resolution Number][Title]
	Development [Year/Month][Resolution Number][Title]
	TriMet Administrative Rules
	Approved [Year/Month][Title]
	Development [Year/Month][Title] - Drafts
	TriMet Code
	Approved [Year/Month][Chapter/Title]
	Development [Year/Month][Chapter/Title] - Drafts

- Establish standard protocols for naming, classifying, and organizing records
- Improve ability to find records over time

Old Structure:

- | | |
|--------------------------|----------------------------|
| Adobe | KATE |
| ANDREW | Keith |
| Board | KIM |
| BOLI and EEOC Complaints | LIFT appeals |
| BRIAN | Litigation |
| BRITNEY | LIZ |
| CHELSEA | Management Receipt Reports |
| DFI | Monique |
| EEOC update | outside litigation |
| FORMS | Reports |
| GREG | Scanned Records |
| GRIEVANCES | |
| Helen | |
| Jana | |
| JENNIFER | TITLE VI REPORT |
| Joanna | Training Presentations |



New Structure:

- ▼ Legal
- ▼ Administration
 - General
 - Meetings
 - Communications
- ▼ Finance
 - Accounting
 - Grants
- ▼ Governance Compliance
 - Board
 - Policy Procedures Standards
 - ▼ Policies
 - Development
 - Procedures
- Human Resources

Project Timeline

	2014				2015				2016				2017
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
GENERAL COUNSEL		█	█										
LABOR REL./HUMAN RESOURCES			█	█									
SAFETY SECURITY ENVIRON. SVC			█	█	█								
GENERAL MANAGER				█	█								
FINANCE & ADMINISTRATION						█	█						
INFORMATION TECHNOLOGY									█	█			
CAPITAL PROJECTS & CONSTRUCTION										█	█	█	█
OPERATIONS										█	█	█	
PUBLIC AFFAIRS												█	█

Mid-Review

Final Review

COMPLETION DATES:

General Counsel: Jul-2014

Labor Rel/Human Resources: Oct-2014

Safety, Security & Environ. Svc: Feb-2015

General Manager: Mar-2015

Finance: Aug-2015

Mid-Review: Sep-Dec 2015

IT: May-2016

Operations: Dec-2016

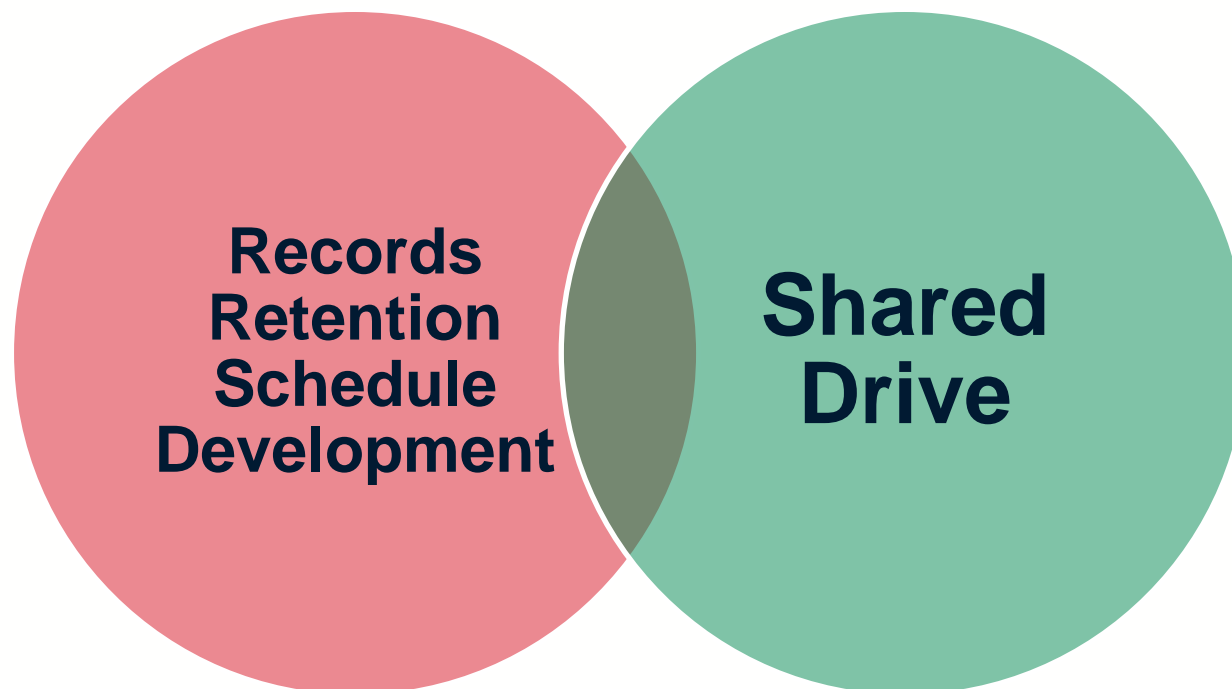
Capital Proj/Const: Jan-2017

Public Affairs: Jan-2017

Final Review: Feb-2017

Divisional File Plan Development Project

Next Steps:



Records Retention Schedule Development

IN PROGRESS

Finance and Accounting

Accounts Payable

Invoices

Retain 3 Years

Governance and Compliance

Audit

Internal

Retain 10 Years

- Map retention to Agency File Plan
- Improve legal compliance
- Facilitate retention and disposition of records.

IN PROGRESS

Shared Drive Project

Shared Drive Clean-Up

Analyze Content



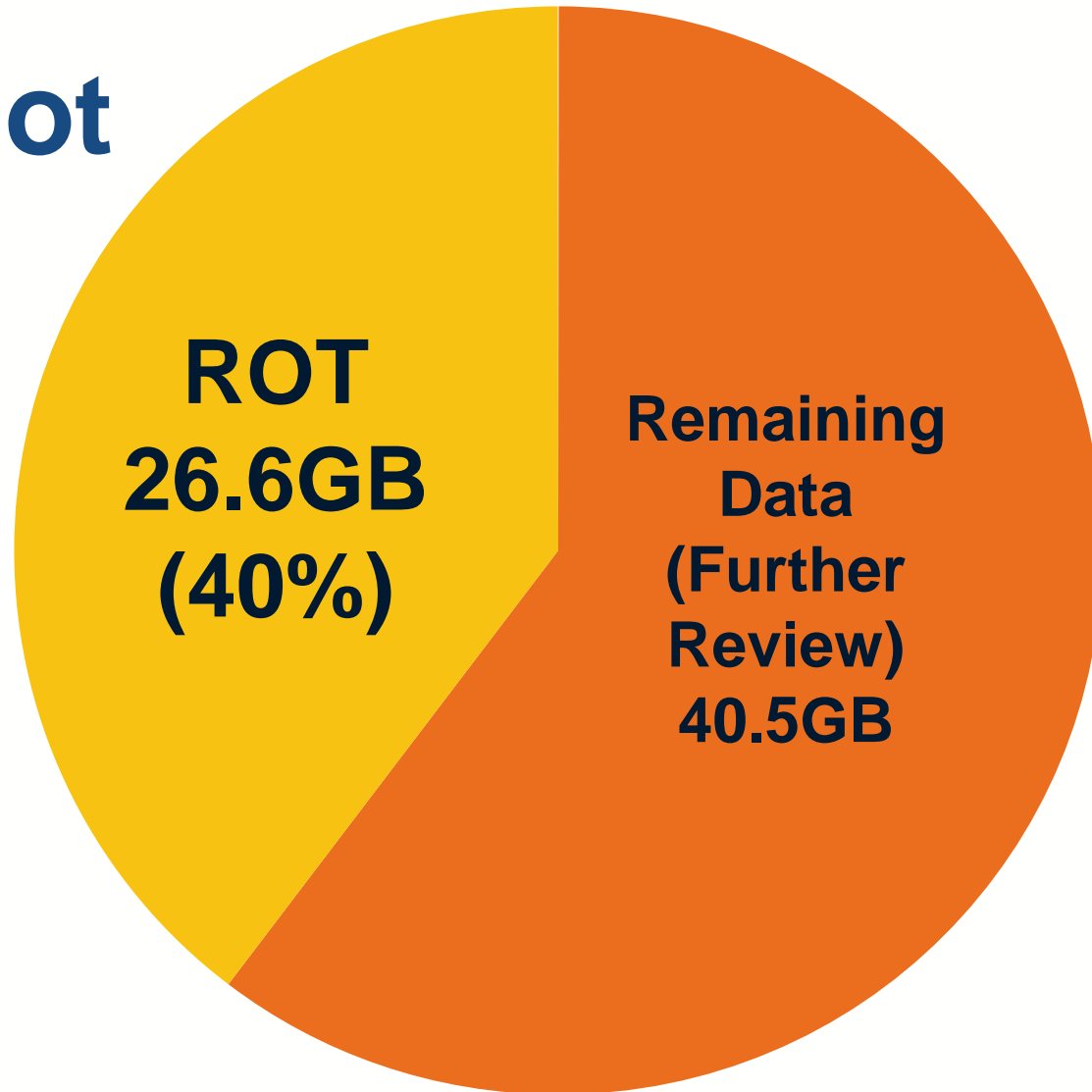
Certain “ROT” (*Dispose*)



Likely “ROT” (*Review and Quarantine or Dispose*)



IT Pilot



Shared Drive Restructuring

Implement New File Plan



Security Access Rights



Migrate Content of Value

Shared Drive Project Implementation



General Counsel



**Information Technology
General Manager
Capital Projects & Construction
Safety, Security & Environmental Services**



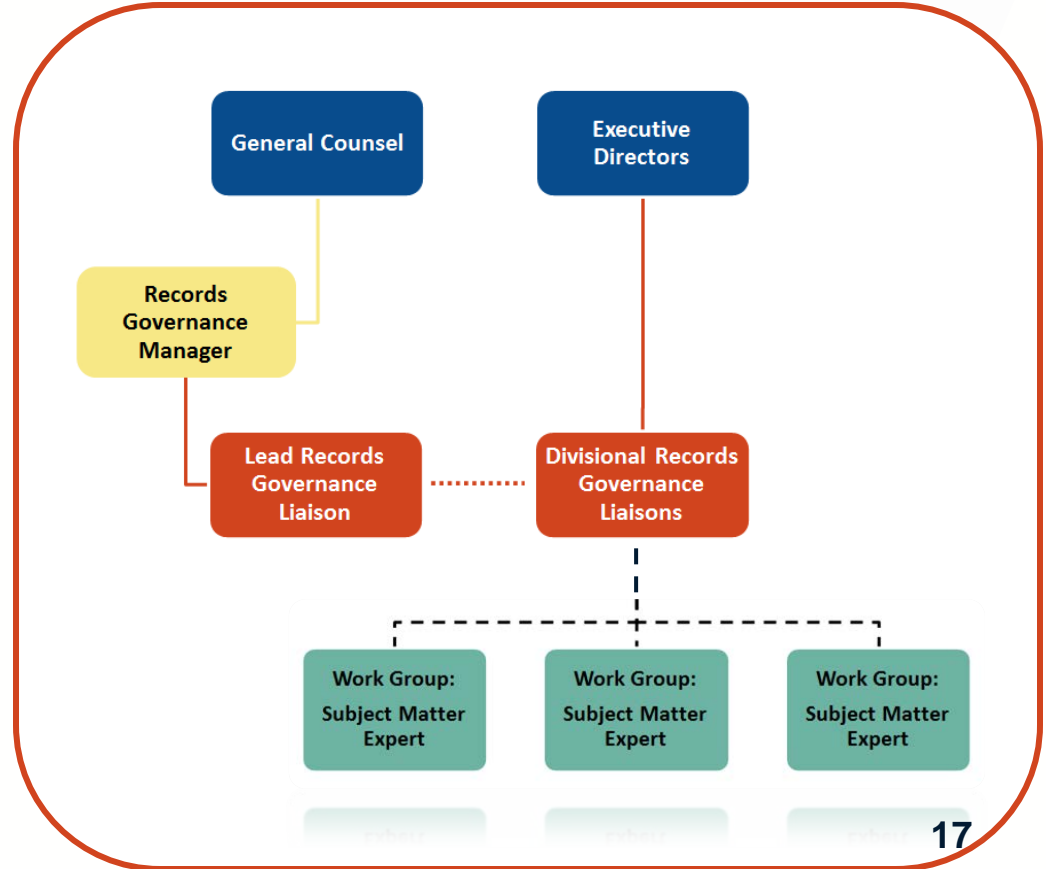
**Finance & Administration
Labor Relations & Human Resources
Operations
Public Affairs**

Records Governance Liaison (“RGL”) Network

IN PROGRESS

Roles & Responsibilities:

- **Oversee Divisional RG Program**
- **Primary Staff Contact on RG Issues**
- **Assist with RG projects within assigned Division**



Phase I

Phase II

Phase III

- **Fall 2017**
- **Resume inquiry into technological solutions (i.e. ECM)**



Questions?

Kimberlee Akimoto
Records Governance Manager
General Counsel Division

