



OREGON ASSOCIATION OF MUNICIPAL RECORDERS

REVERSE DIRECTORY
of the
CITY RECORDS RETENTION SCHEDULE
for the

Oregon Administrative Rule 166, Division 200
Repealed in the Summer of 2014

Records Management Committee

FALL 2014

Preface and Introduction

This reverse directory is intended as a **reference document only** to assist municipal employees, records managers, and the public in the transition to the recently revised and adopted City Records Retention Schedule, Oregon Administrative Rule (OAR) 166, Division 200. It is a by-product of the OAR review work conducted by the Records Management Committee (RMC), of the Oregon Association of Municipal Recordors (OAMR), which began in 2013 and finished in 2014 with the adoption of the revised OARs.

The RMC encourages all municipal employees, records managers, and the public to use and reference the new City Records Retention Schedule, available on the Secretary of State's website (see link below).

Secretary of State, Archives Division: City Records Retention Schedule:

http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_166/166_200.html

The RMC would like to thank the following individuals who cheerfully took on the great (and tedious) task of compiling, assembling, and reviewing this reverse directory. **Thank You!**

Sue Ryan, City of Newberg

Kim Scheafer, City of Canby

Pat DuVal, City of Milwaukie

Scott Stauffer, City of Milwaukie

Table of Contents

OLD OAR Category Title	Page #
Administrative Records	1
Airport Records	3
Attorney Records	4
Building Records	5
Emergency Management Records	6
Financial Assessment and Bonds Records	7
Financial Budget Records	8
Financial Utility Billing Records	9
Financial General Records	10
Fire and EMS Records	12
Information and Records Management Records	13
Library Records	14
Mayor/City Manager Records	14-1
Municipal Court Records	15
Parks and Recreation Records	16
Payroll Records	17
Personnel Records	18
Planning and Development Records	20
Police Records	22
Public Works – Engineering Records	25
Public Works – Operations and Maintenance Records	26
Public Works – Traffic Engineering Records	28
Public Works – Wastewater Treatment Records	29
Public Works – Water Treatment Records	30
Recorder – Election Records	31
Recorder – General Records	32
Risk Management Records	33
9-1-1/Public Safety Answering Point Records	34

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0010** **Administrative**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
1)	Activity and Room Scheduling and Reservation Records	Scheduling		166-200-0400 (1)
2)	Activity Reports, General	Reporting		166-200-0385 (1)
3)	Annual Reports	Reporting		166-200-0385 (4)
4)	Cemetery Records	Property Management: Inventory		166-200-0340 (2)
5)	Communication Logs	Communications and Distributions		166-200-0255 (2)
6)	Correspondence Records		<i>Series number deleted.</i> File by category of content with affiliated series.	
7)	Desk Calendars and Notes	Scheduling		166-200-0400 (3)
8)	Emergency and Disaster Incident Records	Public Safety		166-200-0350 (28)
9)	Fax Reports		<i>Series number deleted.</i> File by category of content with affiliated series.	
10)	Index/Finding Aid Records	Administrative		166-200-0235 (3)
11)	Internal Audit Records	Accounting: Financial Reporting		166-200-0215 (10)
12)	Key and Keycard Records	Security		166-200-0405 (3)
13)	Lobbyist Records		<i>Series number deleted.</i>	
14)	Mailing Lists	Administrative		166-200-0235 (4)
15)	Meeting Records, Board, Commission & Committee	Administrative		166-200-0235 (5)
16)	Meeting Records, Governing Body	Administrative		166-200-0235 (5)
17)	Meeting Records, Staff	Administrative		166-200-0235 (6)
18)	Mitigation Program Records	Risk Management: Safety		166-200-0395 (2)
19)	News Releases	Communications and Distributions	Retitled: Press Releases	166-200-0255 (4)
20)	Notary Public Log Book	Administrative	10 years after commission expires	166-200-0235 (7)
21)	Organizational Records	Administrative		166-200-0235 (8)
22)	Permit & License Records, City Issued	Permitting, Licensing and Certifying	All 3 years instead of previous split of 2 & 3	166-200-0300 (8)
23)	Postal Records	Accounting: Disbursements	Included in Accounts Payable Records	166-200-0210 (1)
24)	Professional Membership Records	Administrative		166-200-0235 (10)

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0010 Administrative (cont.)**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
25)	Program Accreditation Records	Professional Development		166-200-0330 (4)
26)	Public Notice Records	Communications & Distributions		166-200-0255 (5)
27)	Publications	Administrative		166-200-0235 (12)
28)	Requests & Complaints	Administrative		166-200-0235 (15)
29)	Routing & Job Control Records	Scheduling		166-200-0400 (6)
30)	Scrapbooks		<i>Series number deleted.</i>	
31)	Security Records	Security		166-200-0405 (4)
32)	Seminar and Conference Records, City Sponsored	Professional Development		166-200-0330 (5)
33)	Seminar and Conference Records, Non-City	Professional Development		166-200-0330 (5)
34)	Special Event and Celebration Records	Administrative		166-200-0235 (16)
35)	Surveys, Polls & Questionnaires	Administrative		166-200-0235 (17)
36)	Technical Manuals, Specifications and Warranties	Property Management: Maintenance and Disposition		166-200-0345 (22)
37)	Vehicle Maintenance and Repair Records	Property Management: Maintenance and Disposition	Retitled: Equipment Maintenance and Repair Records	166-200-0345 (7)
38)	Visitor Logs	Security		166-200-0405 (6)
39)	Work Orders	Scheduling	Retitled: Daily Work Orders	166-200-0400 (5)
40)	Work Schedules and Assignments	Scheduling		166-200-0400 (2)
41)	Year 2000 (Y2K) Planning Records		<i>Series number deleted.</i>	

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0015** **Airport**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
1)	Activity Reports, Airport	Reporting		166-200-0385 (2)
2)	Airport Certification Records	Airport		166-200-0240 (1)
3)	Airport Commission Meeting Records	Administrative		166-200-0235 (5)
4)	Airport Security Program Records	Security		166-200-0405 (1)
5)	Airport Self-Inspection Reports	Reporting		166-200-0385 (3)
6)	Complaint Records, Airport	Administrative	Retitled: Requests and Complaints	166-200-0235 (15)
7)	Law Enforcement Action Records	Airport		166-200-0240 (3)
8)	Navigational Facilities Maintenance & Operation Reports	Reporting		166-200-0385 (14)
9)	Noise Compatibility Program Records	Airport		166-200-0240 (4)
10)	Notice to Airmen (NOTAM) Reports	Reporting		166-200-0385 (15)

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0020 Attorney Records**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
1)	Civil Case Files	Legal	Retitled: Attorney's Civil and Criminal Case Files	166-200-0275 (1)
2)	Criminal Case Files	Legal		166-200-0275 (1)
3)	Dispute Resolution Records	Legal		166-200-0275 (2)
4)	Land Use Board of Appeals (LUBA) Case Files	Legal		166-200-0275 (3)
5)	Legal Opinions	Legal		166-200-0275 (4)
6)	Public Records Disclosure Request Records	Legal		166-200-0275 (5)
7)	Tort Claim Notices	Legal		166-200-0275 (7)
8)	Victim/Witness Assistance Program Records	Legal		166-200-0275 (8)

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0025 Building Records**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
1)	Building Activity Records	Reporting		166-200-0385 (5)
2)	Building Board of Appeals Records	Building Records		166-200-0250 (1)
3)	Building Code Violation Records	Building Records		166-200-0250 (2)
4)	Building Inspection Records	Building Records		166-200-0250 (3)
5)	Building Permit Applications	Permitting, Licensing and Certifying		166-200-0300 (1)
6)	Building Permits	Permitting, Licensing and Certifying		166-200-0300 (2)
7)	Building Plans, Nonresidential	Building Records		166-200-0250 (5)
8)	Building Plans, Publicly Owned Structures	Building Records. City Owned Structures		166-200-0250 (4)
9)	Building Plans, Residential	Building Records		166-200-0250 (6)
10)	Certificates of Occupancy	Building Records		166-200-0250 (7)
11)	Registered Contractor Lists	Administrative		166-200-0235 (14)
12)	Unsafe Building Records	Building Records		166-200-0250 (8)

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0030** **Emergency Management Records**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
1)	Alert and Notification records	Public Safety		166-200-0350 (5)
2)	Civil Preparedness (CPG) and State and Local Guide (SLG) records	Public Safety		166-200-0350 (13)
3)	Disaster Preparedness Planning and Recovery records	Policy		166-200-0325 (1)
4)	Emergency Exercise records	Public Safety		166-200-0350 (29)
5)	Emergency Management Assistance Activity records	Reporting		166-200-0385 (7)
6)	Emergency Management Assistance Expense records	Accounting: Disbursements		166-200-0210 (3)
7)	Emergency Management Assistance Fiscal Reports records	Accounting: Financial Reporting		166-200-0215 (7)
8)	Emergency Management Assistance Staff Pattern records	Public Safety		166-200-0350 (30)
9)	Emergency Management Board Meeting records	Administrative		166-200-0235 (5)
10)	Emergency Management Public Education Program records	Administrative	Retitled: Public Programs Education Records	166-200-0235 (13)
11)	Emergency Management Public Education Publications	Administrative		166-200-0235 (12)
12)	Emergency Management Resource Lists	Public Safety		166-200-0350 (31)
13)	Emergency Operations and Management Plans	Policy		166-200-0325 (2)
14)	Hazard Analysis Records	Property Management: Hazardous Materials		166-200-0335 (3)
15)	Hazard Shelter Records	Property Management: Hazardous Materials		166-200-0335 (4)

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0035** **Financial Assessment and Bonds Records**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
1)	Assessment Balance Reports	Accounting: Financial Reporting		166-200-0215 (1)
2)	Assessment Deferral Records	Accounting: Reconciliation		166-200-0225 (1)
3)	Assessment Dockets, Ledgers, and Registers	Accounting: Financial Reporting		166-200-0215 (2)
4)	Bancroft Bond Applications	Accounting: Bonds	Retitled: Bond Records	166-200-0205 (2)
5)	Bancroft Bond Foreclosure Records	Accounting: Bonds	Retitled: Bond Foreclosure Records	166-200-0205 (1)
6)	Bancroft Bond Receipts	Accounting: Bonds	Retitled: Bonds Registers and Receipts	166-200-0205 (3)
7)	Bond Authorization Records	Accounting: Bonds	Retitled: Bond Records	166-200-0205 (2)
8)	Bond Issued Registers	Accounting: Bonds	Retitled Bonds Registers and Receipts	166-200-0205 (3)
9)	Paid Bonds and Coupons	Accounting: Bonds	Retitled: Bond Records	166-200-0205 (2)

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0040** **Financial Budget Records**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
1)	Adopted Budget	Budgeting		166-200-0245 (1)
2)	Budget Committee Meeting Records	Administrative		166-200-0235 (5)
3)	Budget Preparation Records	Budgeting		166-200-0245 (2)
4)	Financial Impact Analysis Records	Budgeting		166-200-0245 (3)

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0045** **Financial Utility Billing Records**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
1)	Utility Account Change Records	Accounting: Financial Reporting		166-200-0215 (14)
2)	Utility Application/Disconnect Records	Accounting: Financial Reporting		166-200-0215 (15)
3)	Utility Bill Remittance Stubs	Accounting: Revenue	Retitled: Utility Bill Records	166-200-0230 (8)
4)	Utility Billing Adjustment Records	Accounting: Revenue	Retitled: Utility Bill Records	166-200-0230 (8)
5)	Utility Billing Register	Accounting: Revenue	Retitled: Utility Bill Records	166-200-0230 (8)
6)	Utility Customer Security Deposit Records	Accounting: Revenue		166-200-0230 (9)
7)	Utility Meter Books	Accounting: Revenue	Retitled: Utility Bill Records	166-200-0230 (8)

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0050** **Financial General Records**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
1)	Accounts Payable Records	Accounting: Disbursements		166-200-0210 (1)
2)	Accounts Receivable Records	Accounting: Revenue		166-200-0230 (1)
3)	Audit Reports, External	Accounting: Financial Reporting		166-200-0215 (3)
4)	Balance Status and Projection Records	Accounting: Financial Reporting		166-200-0215 (4)
5)	Bank Transaction Records	Accounting: Financial Reporting		166-200-0215 (5)
6)	Bankruptcy Notices	Accounting: Reconciliation		166-200-0225 (2)
7)	Check Conversion Records	Accounting: Revenue		166-200-0230 (2)
8)	City Improvement Administrative and Financial Records	Accounting: Financial Reporting		166-200-0215 (6)
9)	Competitive Bid Records	Contracts		166-200-0265 (2)
10)	Credit and Debit Receipts	Accounting: Revenue		166-200-0230 (3)
11)	Credit Slips	Accounting: Disbursements		166-200-0210 (2)
12)	Employee Bond Records	Compliance		166-200-0260 (3)
13)	Employee Travel Records		<i>Series number deleted.</i>	
14)	Financial Reports	Accounting: Financial Reporting		166-200-0215 (8)
15)	General Ledgers	Accounting: Financial Reporting		166-200-0215 (9)
16)	Gift and Contribution Records	Accounting: Revenue		166-200-0230 (4)
17)	Grant Records	Accounting: Grants		166-200-0220 (1)
18)	Inventory Records	Property Management: Inventory		166-200-0340 (1) & (3)
19)	Investment Records	Accounting: Revenue		166-200-0230 (5)
20)	Lien Search Records	Accounting: Reconciliation		166-200-0225 (4)
21)	Property Disposition Records	Property Management: Maintenance & Disposition		166-200-0345 (12)
22)	Purchasing Records	Accounting: Disbursements		166-200-0210 (4)

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0050** **Financial General Records (cont.)**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
23)	Real Property Transaction Records	Accounting: Financial Reporting		166-200-0215 (11)
24)	Revenue Sharing Records	Accounting: Revenue		166-200-0230 (6)
25)	Signature Authorization Records	Legal		166-200-0275 (6)
26)	Subsidiary Ledgers, Journals, and Registers	Accounting: Financial Reporting		166-200-0215 (12)
27)	Trust Fund Records	Accounting: Revenue		166-200-0230 (7)
28)	Unclaimed Property Report	Accounting: Financial Reporting		166-200-0215 (13)
29)	Vehicle Usage and Expense Records		<i>Series number deleted.</i>	
30)	Vendor Lists	Accounting: Financial Reporting		166-200-0215 (16)

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0055** **Fire and EMS Records**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
1)	Ambulance Licensing Records	Permitting, Licensing & Certifying	Retitled: Permit and licensing records, city issued	166-200-0300 (8)
2)	Automobile Display Permits	Permitting, Licensing & Certifying	Retitled: Permit and licensing records, city issued	166-200-0300 (8)
3)	Burning Permits	Permitting, Licensing & Certifying	Retitled: Permit and licensing records, city issued	166-200-0300 (8)
4)	Controlled Substance Inventory and Tracking Records	Public Safety		166-200-0350 (17)
5)	Emergency Medical Incident Records	Public Safety		166-200-0350 (32)
6)	Explosives Storage and Use Permits	Permitting, Licensing and Certifying	Retitled: Permit and licensing records, city issued	166-200-0300 (8)
7)	Fire and EMS Activity Reports	Reporting		166-200-0385 (9)
8)	Fire and EMS Maps	Public Safety		166-200-0350 (37)
9)	Fire and EMS Advisory Board Meeting Records	Administrative		166-200-0235 (5)
10)	Fire and EMS Public Education Program Records		<i>Series number eliminated.</i>	
11)	Fire and EMS Public Education Publications	Administrative		166-200-0235 (12)
12)	Fire and Security Alarm System Records	Public Safety		166-200-0350 (38)
13)	Fire Investigation Records	Public Safety		166-200-0350 (39)
14)	Fire Reports	Reporting		166-200-0385 (10)
15)	Grass and Weed Control Records	Property Management - Hazardous Materials		166-200-0335 (2)
16)	Hazardous Material Emergency Incident Records	Property Management - Hazardous Materials		166-200-0335 (5)
17)	Hazardous Substance Employer Survey Summaries	Property Management - Hazardous Materials		166-200-0335 (6)
18)	Inspection and Occupancy Records	Public Safety		166-200-0350 (50)
19)	Regulated Substances Storage and Use Records	Property Management - Hazardous Materials		166-200-0335 (7)
20)	State Fire Marshal Exemption Records	Public Safety		166-200-0350 (72)
21)	Youth Fire Prevention and Intervention Records	Public Safety		166-200-0350 (79)

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0060** **Information and Records Management**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
1)	Computer System Maintenance Records	Property Management: Maintenance & Disposition		166-200-0345 (4)
2)	Computer System Program Documentation	Information Management		166-200-0270 (2)
3)	Computer System Security Records	Security		166-200-0405 (2)
4)	Computer System Wiring Records	Information Management		166-200-0270 (3)
5)	Filing System Records	Recorder: General		166-200-0380 (8)
6)	Forms Development	Recorder: General		166-200-0380 (9)
7)	Information Service Subscription Records	Information Management		166-200-0270 (5)
8)	Information System Planning & Development Records	Information Management		166-200-0270 (6)
9)	Microfilm Quality Control Records	Recorder: General		166-200-0380 (10)
10)	Records Management Records	Recorder: General		166-200-0380 (15)
11)	Software Management Records	Information Management		166-200-0270 (7)
12)	Telecommunications System Management Records	Information Management		166-200-0270 (8)
13)	User Support Records	Information Management		166-200-0270 (9)

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0065** **Library Records**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
1)	Accession Records	Library		166-200-0280 (1)
2)	Borrower Registration Records	Library		166-200-0280 (2)
3)	Catalogs	Library		166-200-0280 (3)
4)	Circulation Cards	Library		166-200-0280 (4)
5)	Inter-Library Loan Records	Library		166-200-0280 (5)
6)	Library Board Meeting Records	Administrative		166-200-0235 (5)
7)	Library Publications	Administrative		166-200-0235 (12)
8)	Library Reports	Reporting		166-200-0385 (13)
9)	Master Shelf Lists/Inventories	Library		166-200-0280 (6)
10)	Oregon State Library Annual Reports		<i>Series number deleted.</i>	
11)	Overdue Book Records	Library		166-200-0280 (7)

Repealed OAR: **166-200-0070** **Mayor/City Manager Records**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
1)	Appointment Records	Mayor/Council		166-200-0285(1)
2)	Citizen Awards	Communications and Distributions		166-200-0255(1)
3)	Legislative Issues Records	Mayor/Council		166-200-0285(2)
4)	Proclamations	Mayor/Council		166-200-0285(3)
5)	Sister City Records	Mayor/Council		166-200-0285(4)
6)	State of the City Addresses	Mayor/Council		166-200-0285(5)

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0075** **Municipal Court Records**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
1)	Appeal Records	Municipal Court		166-200-0290 (1)
2)	Audio Recording Logs		<i>Series number deleted.</i> File by category of content with affiliated series.	
3)	Audio Recording Records		<i>Series number deleted.</i> File by category of content with affiliated series.	
4)	Court Appointed Attorney Application Records	Municipal Court		166-200-0290 (2)
5)	Court Appointed Attorney Lists	Municipal Court		166-200-0290 (3)
6)	Court Appointed Attorney Time and Billing Records	Accounting – Disbursements, and Accounting - Revenue		166-200-0210 (1) 166-200-0230 (1)
7)	Court Orders and Procedural Rules	Municipal Court		166-200-0290 (4)
8)	Docket/Trial Calendars	Municipal Court		166-200-0290 (5)
9)	DUII Case Files	Municipal Court		166-200-0290 (6)
10)	DUII Diversion Program/Conviction Summary Records	Municipal Court		166-200-0290 (7)
11)	Jury Records	Municipal Court		166-200-0290 (8)
12)	Municipal Court Criminal Case Files	Municipal Court		166-200-0290 (9)
13)	Municipal Court Expunged or Sealed Records	Municipal Court		166-200-0290 (10)
14)	Ordinance Violation (Code Enforcement) Case Files	Municipal Court		166-200-0290 (11)
15)	Parking Citation Records	Municipal Court		166-200-0290 (12)
16)	Supreme Court Statistical Reports		<i>Series number deleted.</i>	
17)	Traffic Citation Case Files	Municipal Court		166-200-0290 (13)
18)	Trial Proceedings Records/Register of Actions	Municipal Court		166-200-0290 (14)

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0080 Parks and Recreation Records**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
1)	Chemical Application Records	Property Management: Hazardous Materials		166-200-0335 (1)
2)	Park and Facility Inspection Records	Property Management: Maintenance & Disposition	Retitled: Facilities and Ground Maintenance and Repair Records	166-200-0345 (8)
3)	Park and Facility Use Permits	Permitting, Licensing & Certifying	Retitled: Permit and Licensing Records, City Issued	166-200-0300 (8)
4)	Parks and Recreation Board Meeting Records	Administrative		166-200-0235 (5)
5)	Participant Registration and Attendance Records	Administrative		166-200-0235 (9)
6)	Rental and Loan Records	Contracts		166-200-0265 (7)
7)	Swimming Pool Operation and Maintenance Records	Property Management: Maintenance & Disposition	Retitled: Facilities and Ground Maintenance and Repair Records	166-200-0345 (8)

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0085** **Payroll Records**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
1)	Deduction Authorization Records	Payroll		166-200-0295 (1)
2)	Deduction Registers	Payroll		166-200-0295 (2)
3)	Employee Time Records	Payroll		166-200-0295 (3)
4)	Federal & State Tax Records	Payroll		166-200-0295 (4)
5)	Garnishment Records	Payroll		166-200-0295 (5)
6)	Leave Applications	Payroll		166-200-0295 (6)
7)	Leave Balance Reports	Payroll		166-200-0295 (7)
8)	Payroll Administrative Reports	Payroll		166-200-0295 (8)
9)	Payroll Registers	Payroll		166-200-0295 (9)
10)	Unemployment Compensation Claim Records	Payroll	Retitled: Unemployment Records	166-200-0295 (10)
11)	Unemployment Records	Payroll		166-200-0295 (10)
12)	Wage and Tax Statements	Payroll		166-200-0295 (11)
13)	Withholding Allowance Certificates	Payroll		166-200-0295 (12)

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0090 Personnel Records**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
1)	Affirmative Action Records	Personnel: Administration		166-200-0305 (1)
2)	Benefits Continuation Records	Personnel: Compensation and Classification	Retitled: Employee Benefits Records	166-200-0310 (1)
3)	Collective Bargaining Records	Contracts		166-200-0265 (1)
4)	Comparable Worth Study Records	Personnel: Administration		166-200-0305 (2)
5)	Criminal Background Check Records	Personnel: Administration		166-200-0305 (3)
6)	Disciplinary Action Records	Personnel: Administration		166-200-0305 (4)
7)	Drug Testing Records	Personnel: Medical		166-200-0315 (1)
8)	Employee Benefits Records	Personnel: Compensation & Classification	Retitled: Employee Benefits Records	166-200-0310 (1)
9)	Employee Medical Records	Personnel: Medical	Split into two series and Retitled: Employee Hazard Exposure Records	166-200-0315 (2)
		Personnel: Medical	Retitled: Employee Medical Records	166-200-0315 (3)
10)	Employee Personnel Records	Personnel: Administration		166-200-0305 (5)
11)	Employee Recognition Program Records	Personnel: Administration	Retitled: Employee Recognition/Wellness Program Records	166-200-0305 (6)
12)	Employee Suggestion Award Records	Personnel: Administration		166-200-0305 (7)
13)	Employment Eligibility Verification Forms (I-9)	Personnel: Administration		166-200-0305 (8)
14)	Equal Employment Opportunity (EEO)	Personnel: Administration	Retitled: Grievance & Complaint Records	166-200-0305 (10)
15)	EEO Compliance Records	Personnel: Administration	Retitled: Equal Employment Opportunity (EEO) Compliance Records	166-200-0305 (9)
16)	EEO Policy Development Records	Policy	Retitled: Equal Employment Opportunity Policy Records	166-200-0325 (3)
17)	Grievance and Complaint Records	Personnel: Administration		166-200-0305 (10)
18)	Hazard Exposure Records	Personnel: Medical	Retitled: Employee Hazard Exposure Records	166-200-0315 (2)
19)	Photo Identification Records	Personnel: Administration		166-200-0305 (11)

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0090 Personnel Records (cont.)**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
20)	Position Description, Classification & Compensation Records	Personnel: Compensation & Classification		166-200-0310 (2)
21)	Recruitment & Selection Records	Personnel: Administration		166-200-0305 (12)
22)	Training Program Records	Professional Development		166-200-0330 (2)
23)	Volunteer Program Records	Personnel: Administration		166-200-0305 (14)
24)	Volunteer Worker Records	Personnel: Administration		166-200-0305 (15)

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0095** **Planning and Development Records**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
1)	Comprehensive Plan Records	Planning & Development		166-200-0320 (1)
2)	Conditional Use Records	Planning & Development		166-200-0320 (2)
3)	Design and Development Review Records	Planning & Development		166-200-0320 (3)
4)	Enterprise Zone Records	Planning & Development		166-200-0320 (4)
5)	Flood Plain Permit Records	Permitting, Licensing and Certifying		166-200-0300 (4)
6)	Historic Structures Commission Records	Administrative		166-200-0235 (5)
7)	Historic Structures Inventory Records	Property Management: Inventory		166-200-0340 (4)
8)	Historic Structures Rehabilitation Project Reviews	Planning & Development		166-200-0320 (5)
9)	Housing Authority Bylaws, Rules, and Policies	Policy		166-200-0325 (4)
10)	Housing Authority Commission Meeting Records	Administrative		166-200-0235 (5)
11)	Housing Authority Individual Tenant History Records	Planning & Development		166-200-0320 (6)
12)	Housing Authority Program Management Records	Planning & Development		166-200-0320 (7)
13)	Housing Authority Property Management Records	Planning & Development		166-200-0320 (8)
14)	Housing Authority Rejected Assistance Application	Planning & Development		166-200-0320 (9)
15)	Land Use Hearings Records		<i>Series number deleted.</i> Refer to new OAR	166-200-0235 (5)
16)	Neighborhood/Citizen Association Charters &	Policy		166-200-0325 (5)
17)	Neighborhood/Citizen Involvement Records		<i>Series number deleted.</i>	
18)	Partition Records	Planning & Development	Retitled: Subdivision and Partition Records	166-200-0320 (14)
19)	Planning Commission Meeting Records	Administrative		166-200-0235 (5)
20)	Sign Review Records	Planning & Development		166-200-0320 (12)
21)	Subdivision Records	Planning & Development	Retitled: Subdivision and Partition Records	166-200-0320 (14)

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0095** **Planning and Development Records (cont.)**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
22)	Temporary Use Records	Permitting, Licensing and Certifying		166-200-0300 (11)
23)	Urban Renewal Agency Board Meeting Records	Administrative		166-200-0235 (5)
24)	Urban Renewal Plans & Reports	Reporting		166-200-0385 (21)
25)	Urban Renewal Project Records	Planning & Development	25 years after district sunsets	166-200-0320 (15)
26)	Variance Records	Planning & Development	Retitled: Variance & Exception Records	166-200-0320 (16)
27)	Withdrawn Land Use Application Records	Planning & Development		166-200-0320 (18)
28)	Zone Change Records	Planning & Development		166-200-0320 (19)

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0100 Police Records**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
1)	Activity Reports, Police	Reporting		166-200-0385 (1)
2)	Alarm Records	Public Safety		166-200-0350 (4)
3)	Animal Control Records	Public Safety		166-200-0350 (6)
4)	Arrest Warrant Log Records	Public Safety		166-200-0350 (7)
5)	Arrest Warrant Records	Public Safety		166-200-0350 (8)
6)	Block Home Program Records	Public Safety		166-200-0350 (9)
7)	Booking Records	Public Safety		166-200-0350 (10)
8)	Bulletins from Other Agencies	Public Safety		166-200-0350 (12)
9)	Community Policing & Problem Solving Records	Public Safety		166-200-0350 (14)
10)	Computer Inquiry Records	Public Safety		166-200-0350 (15)
11)	Computer Validation Records	Public Safety		166-200-0350 (16)
12)	Concealed Weapons Permits	Permitting, Licensing and Certifying		166-200-0300 (3)
13)	Crime Analysis Records	Public Safety		166-200-0350 (18)
14)	Crime Prevention Community Organization Records	Public Safety		166-200-0350 (19)
15)	Crime Prevention Program Records	Public Safety		166-200-0350 (20)
16)	Crime Prevention Security Survey Records	Public Safety		166-200-0350 (21)
17)	Crime Prevention Vacation House Inspection Records	Public Safety		166-200-0350 (22)
18)	Criminal Arrest History Records	Public Safety		166-200-0350 (23)
19)	Criminal History Dissemination Records	Public Safety		166-200-0350 (24)
20)	Criminal Intelligence Records	Public Safety		166-200-0350 (25)
21)	Detoxification Confinement Logs	Public Safety		166-200-0350 (26)
22)	Emergency Telephone Calls	Public Safety	Retitled: Emergency Telephone Calls Continuous Audio Tapes	166-200-0350 (33)
23)	Equipment Issued Records	Property Management-Maintenance and Disposition		166-200-0345 (6)
24)	Expunged or Sealed Records, Police	Public Safety		166-200-0350 (35)

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0100** **Police Records (cont.)**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
25)	Field Interrogation Reports	Reporting		166-200-0385 (8)
26)	Fingerprint Cards	Public Safety		166-200-0350 (36)
27)	Handgun Dealers' Sales Records	Public Safety	Retitled: Used Firearm Transfer Records	166-200-0350 (78)
28)	Impounded and Abandoned Vehicle Records	Public Safety	Retitled: Towed Vehicle Records	166-200-0350 (74)
29)	Incident Case File Indexes	Public Safety		166-200-0350 (40)
30)	Incident Case Files	Public Safety		166-200-0350 (41)
31)	Informant Case Files	Public Safety		166-200-0350 (42)
32)	Inmate Accountability Records	Public Safety		166-200-0350 (43)
33)	Inmate Case File Indexes	Public Safety		166-200-0350 (44)
34)	Inmate Case Files	Public Safety		166-200-0350 (45)
35)	Inmate Meal Records	Public Safety		166-200-0350 (46)
36)	Inmate Medical Records	Public Safety		166-200-0350 (47)
37)	Inmate Medication Records	Public Safety	Retitled: Inmate Medical Records	166-200-0350 (47)
38)	Inmate Telephone and Mail Logs	Public Safety		166-200-0350 (48)
39)	Inmate Visitor Records	Security	Retitled: Visitor Logs	166-200-0405 (6)
40)	Internal investigations Case Files	Public Safety		166-200-0350 (51)
41)	Juvenile Offender/Victim Restitution Records	Public Safety		166-200-0350 (52)
42)	Juvenile Temporary Custody Records	Public Safety		166-200-0350 (53)
43)	Latent Fingerprint Cards	Public Safety		166-200-0350 (54)
44)	Law Enforcement Activity Reports	Reporting		166-200-0385 (12)
45)	Lost and Found Property Records	Public Safety		166-200-0350 (55)
46)	Maps, Police	Public Safety		166-200-0350 (56)
47)	Master Name Index Records	Public Safety		166-200-0350 (58)
48)	Mug Shots	Public Safety		166-200-0350 (60)
49)	Neighborhood Dispute Resolution Records	Public Safety		166-200-0350 (61)
50)	Officer Notes	Public Safety		166-200-0350 (62)
51)	Officer Weapon Registration Records	Public Safety		166-200-0350 (63)
52)	Patrol Car Video Files	Public Safety		166-200-0350 (64)

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0100 Police Records (cont.)**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
53)	Pawn Broker and Second Hand Dealer Reports	Public Safety		166-200-0350 (65)
54)	Peer Court Records	Public Safety		166-200-0350 (66)
55)	Photo Radar Logs	Public Safety	Retitled: Photo Radar Records	166-200-0350 (67)
56)	Photo Radar Records	Public Safety		166-200-0350 (67)
57)	Polygraph Records	Public Safety		166-200-0350 (68)
58)	Property and Evidence Control and Disposition Records	Public Safety		166-200-0350 (70)
59)	Property Registration Records	Public Safety		166-200-0350 (71)
60)	Radar Equipment Certification and Maintenance Records	Property Management: Maintenance & Disposition		166-200-0350 (13)
61)	Teletype Messages	Public Safety		166-200-0350 (73)
62)	Towed Vehicle Records	Public Safety		166-200-0350 (74)
63)	Traffic and Other Citation Logs	Public Safety		166-200-0350 (75)
64)	Traffic and Other Citations	Public Safety		166-200-0350 (76)
65)	Traffic Violation Warning Records	Public Safety		166-200-0350 (77)
66)	Used Firearm Transfer Records	Public Safety		166-200-0350 (78)
67)	Video Surveillance Recordings	Security		166-200-0405 (5)

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0105 Public Works – Engineering Records**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
1)	Aerial Photographs	Public Works: Engineering		166-200-0355 (1)
2)	Bridge Inspection Records	Property Management: Maintenance & Disposition		166-200-0345 (3)
3)	City Benchmark Records	Public Works: Engineering		166-200-0355 (2)
4)	Engineering Project Technical Records	Public Works: Engineering		166-200-0355 (3)
5)	Maps, Plans & Drawings	Public Works: Engineering	Retitled: Maps, Plans & Drawings, City Created	166-200-0355 (4)
6)	Master Plans	Planning & Development		166-200-0320 (10)
7)	Public Works Commission Meeting	Administrative		166-200-0235 (5)
8)	Right-of-Way Permit Records	Permitting, Licensing and Certifying		166-200-0300 (9)
9)	Survey Field Records	Public Works: Engineering		166-200-0355 (5)
10)	Wetlands Conservation Planning	Planning & Development		166-200-0320 (17)
11)	Wetlands Removal and Fill Permits	Permitting, Licensing and Certifying		166-200-0300 (14)

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0110** **Public Works – Operations & Maintenance Records**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
1)	Backflow Prevention Device	Property Management: Maintenance & Disposition		166-200-0345 (1)
2)	Bridge and Culvert Maintenance and Repair Records	Property Management: Maintenance & Disposition		166-200-0345 (2)
3)	Buildings and Grounds Maintenance and Repair Records	Property Management: Maintenance & Disposition	Retitled: Facilities and Grounds Inspection Records	166-200-0345 (9)
4)	Cross Connection Control Survey Records	Public Works: Operations Records		166-200-0360 (1)
5)	Daily Work Records	Scheduling		166-200-0400 (5)
6)	Delivery Tickets	Administrative	Retitled: Delivery Records	166-200-0235 (2)
7)	Equipment Maintenance and Repair Records	Property Management: Maintenance & Disposition	3 years after disposition of equipment.	166-200-0345 (7)
8)	Fill and Leaf Delivery Records	Administrative	Retitled: Delivery Records	166-200-0235 (2)
9)	Fuel Records	Public Works: Operations Records		166-200-0360 (3)
10)	Hydrant Records	Property Management: Maintenance & Disposition		166-200-0345 (10)
11)	Maintenance Request/Complaint Records	Property Management: Maintenance & Disposition		166-200-0345 (11)
12)	Public Facilities Inspection Records	Property Management: Maintenance & Disposition	Retitled: Facilities and Grounds Inspection Records	166-200-0345 (8)
13)	Sewer and Storm Drainage Maintenance and Repair Records	Property Management: Maintenance & Disposition		166-200-0345 (14)
14)	Sewer Smoke Test Records	Property Management: Maintenance & Disposition		166-200-0345 (15)
15)	Sewer Television/Videoscan Inspection Records	Property Management: Maintenance & Disposition		166-200-0345 (16)

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0110** **Public Works – Operations & Maintenance Records (cont.)**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
16)	Street and Road Condition Inventory Records	Property Management: Maintenance & Disposition		166-200-0345 (17)
17)	Street Maintenance and Repair Records	Property Management: Maintenance & Disposition		166-200-0345 (18)
18)	Street Surface Maintenance Records	Property Management: Maintenance & Disposition		166-200-0345 (19)
19)	Streetlight Maintenance and Repair Records	Property Management: Maintenance & Disposition		166-200-0345 (21)
20)	Temporary Access/Construction Easement Records	Permitting, Licensing & Certifying		166-200-0300 (10)
21)	Traffic Control Equipment Maintenance and Repair Records	Property Management: Maintenance & Disposition		166-200-0345 (23)
22)	Utility Installation and Connection Records	Public Works - Operations Records		166-200-0360 (5)
23)	Utility Line Location Request Records	Public Works - Operations Records		166-200-0360 (6)
24)	Utility Meter Installation, Maintenance and Repair Records	Property Management: Maintenance & Disposition		166-200-0345 (24)
25)	Utility Meter Test and Calibration Records	Property Management: Maintenance & Disposition	Retitled: Equipment Calibration Records	166-200-0345 (5)
26)	Valve Maintenance Records	Property Management: Maintenance & Disposition		166-200-0345 (25)
27)	Water Line Maintenance and Repair Records	Property Management: Maintenance & Disposition		166-200-0345 (26)

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0115** **Public Works – Traffic Engineering Records**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
1)	Bicycle Committee Meeting Records	Administrative		166-200-0235 (5)
2)	Crosswalk Records	Public Works: Traffic Engineering		166-200-0365 (1)
3)	Railroad Crossing Records	Public Works: Traffic Engineering		166-200-0365 (2)
4)	Special Event Traffic Records	Public Works: Traffic Engineering		166-200-0365 (3)
5)	Speed Zone Records	Public Works: Traffic Engineering		166-200-0365 (4)
6)	Street Banner Records	Public Works: Traffic Engineering		166-200-0365 (5)
7)	Streetlight Inventory Records	Property Management – Maintenance & Disposition		166-200-0345 (20)
8)	Streetlight Request and Survey Records	Public Works: Traffic Engineering		166-200-0365 (6)
9)	Traffic Accident Analysis Records	Public Works: Traffic Engineering		166-200-0365 (7)
10)	Traffic Control Equipment Inventory Records	Public Works: Traffic Engineering		166-200-0365 (8)
11)	Traffic Research and Study Records	Public Works: Traffic Engineering		166-200-0365 (9)
12)	Transit System Records	Public Works: Traffic Engineering		166-200-0365 (10)
13)	Transportation Board Meeting Records	Administrative		166-200-0235 (5)
14)	Truck Route Records	Public Works: Traffic Engineering		166-200-0365 (11)

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0120** **Public Works – Wastewater Treatment Records**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
1)	Annual Inspection Records	Public Works: Wastewater and Water Treatment		166-200-0370 (1)
2)	Discharge Monitoring Records	Public Works: Operations		166-200-0360 (2)
3)	Equipment Maintenance and Calibration Records	Property Management: Maintenance & Disposition		166-200-0345 (7)
4)	Industrial Pretreatment Permits	Permitting, Licensing and Certifying		166-200-0300 (5)
5)	Mobile Waste Hauler Dumping Records	Public Works: Wastewater and Water Treatment		166-200-0370 (2)
6)	National Pollution Discharge Elimination System Permits (NPDES)	Permitting, Licensing and Certifying		166-200-0300 (7)
7)	Public Facilities Grease Trap Inspection Records	Public Works: Wastewater and Water Treatment		166-200-0370 (4)
8)	Sewage Sludge Application Landowner Agreements	Contracts		166-200-0265 (3)
9)	Sewage Sludge Application Site Logs	Public Works: Wastewater and Water Treatment		166-200-0370 (6)
10)	Sewage Sludge Management Plans	Planning and Development		166-200-0320 (11)
11)	Strip and Circle Chart Records	Public Works: Operations Records		166-200-0360 (4)
12)	Wastewater Treatment Operations Records	Public Works: Operations Records		166-200-0360 (7)
13)	Water Pollution Control Facilities (WPCF) Permit Records	Permitting, Licensing and Certifying		166-200-0300 (13)

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0125 Public Works – Water Treatment Records**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
1)	Consumer Confidence Reports	Reporting		166-200-0385(6)
2)	Equipment Maintenance and Calibration Records	Property Management: Maintenance & Disposition		166-200-0345 (5)
3)	Non-Compliance Corrective Action Records	Public Works: Wastewater and Water Treatment		166-200-0370 (3)
4)	Sanitary Survey Records	Public Works: Wastewater and Water Treatment		166-200-0370 (5)
5)	Secondary Contaminant Reports	Reporting		166-200-0385 (19)
6)	Strip and Circle Chart Records	Public Works: Operations		166-200-0360 (4)
7)	Variance and Exception Records	Planning and Development		166-200-0320 (16)
8)	Water Bacteriological Analysis Records	Reporting		166-200-0385 (22)
9)	Water Chemical and Radiological Analysis	Reporting		166-200-0385 (23)
10)	Water Consumption Reports	Reporting		166-200-0385 (24)
11)	Water Quality Complaint Records	Public Works: Wastewater and Water Treatment		166-200-0370 (7)
12)	Water Treatment Operations Records	Public Works: Operations		166-200-0360 (8)
13)	Water Turbidity Reports	Reporting		166-200-0385 (25)

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0130 Recorder – Elections Records**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
1)	Abstract of Votes	Recorder: Elections		166-200-0375 (1)
2)	Contribution and Expenditure Reports		<i>Series number deleted.</i>	
3)	Election Filings	Recorder: Elections		166-200-0375 (2)
4)	Election Preparation Records	Recorder: Elections		166-200-0375 (3)
5)	Help America Vote Act Identification Records	Recorder: Elections		166-200-0375 (4)
6)	Initiative, Referendum and Recall Records	Recorder: Elections		166-200-0375 (5)
7)	Legal Notices and Publications	Communications and Distributions		166-200-0255 (3)
8)	Poll Books	Recorder: Elections		166-200-0375 (7)
9)	Vote-By-Mail Records		<i>Series number deleted.</i>	
10)	Voter Registration Records		<i>Series number deleted.</i>	

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0135 Recorder – General Records**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
1)	Annexation Records	Recorder: General		166-200-0380 (1)
2)	City Charter	Recorder: General		166-200-0380 (2)
3)	City Code	Recorder: General		166-200-0380 (3)
4)	Contracts & Agreements	Contracts		166-200-0265 (3)
5)	Council Records		<i>Series number deleted.</i>	
6)	Council Resolutions	Recorder: General		166-200-0380 (4)
7)	Deeds to City Owned Land	Recorder: General		166-200-0380 (5)
8)	Easements	Recorder: General		166-200-0380 (6)
9)	Franchise Records	Contracts		166-200-0265 (4)
10)	Lease Records	Contracts		166-200-0265 (6)
11)	Lien Records	Accounting: Reconciliation		166-200-0225 (3)
12)	Liquor License Records	Permitting, Licensing & Certifying		166-200-0300 (6)
13)	Oaths of Office	Recorder: General		166-200-0380 (11)
14)	Ordinances	Recorder: General		166-200-0380 (12)
15)	Policy and Procedure Manuals	Policy		166-200-0325 (6)
16)	Policy Statements and Directives	Policy		166-200-0325 (7)
17)	Property Dedication Records	Recorder: General		166-200-0380 (13)
18)	Property Vacation Records	Recorder: General		166-200-0380 (14)
19)	Vehicle Title and Registration Records	Permitting, Licensing and Certifying		166-200-0300 (12)
20)	Waivers of Remonstrance	Recorder: General		166-200-0380 (16)

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0140 Risk Management Records**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
1)	City Vehicle Accident Records	Risk Management: Claims		166-200-0390 (1)
2)	Contractor Liability Insurance Verification	Compliance		166-200-0260 (1)
3)	Contractor Performance Bond Records	Compliance		166-200-0260 (2)
4)	Hazard Communications Program Records	Risk Management: Safety		166-200-0395 (1)
5)	Injury Reports, Public Use	Reporting		166-200-0385 (11)
6)	Insurance Policy Records	Contracts		166-200-0265 (5)
7)	Liability Claims Records	Risk Management: Claims		166-200-0390 (2)
8)	Liability Waivers	Risk Management: Claims		166-200-0390 (3)
9)	Occupational Injury and Illness Records	Risk Management: Claims		166-200-0390 (4)
10)	Property Damage Records	Risk Management: Claims		166-200-0390 (5)
11)	Risk Survey and Inspection Records	Risk Management: Safety		166-200-0395 (3)
12)	Safety Program Records	Risk Management: Safety		166-200-0395 (4)
13)	Worker's Compensation Claim Records	Risk Management: Claims		166-200-0390 (6)

Repealed OAR Reverse Directory

Repealed OAR: **166-200-0145** **9-1-1/Public Safety Answering Point Records**

OLD OAR No.	Old Category	New Category	Change(s)	NEW OAR No.
1)	Briefing Records	Public Safety		166-200-0350 (11)
2)	Data Management System Records	Information Management		166-200-0270 (4)
3)	Dispatch Incident Records	Public Safety		166-200-0350 (27)
4)	Enhanced 9-1-1 Service Plans	Public Safety		166-200-0350 (34)
5)	Master 24-Hour Audio Tapes	Public Safety	Retitled: Emergency Telephone Calls Continuous Audio Tapes	166-200-0350 (33)
6)	Master Street Address Guide Maintenance Forms	Public Safety		166-200-0350 (59)
7)	Operational Logs	Public Safety	Retitled: 9-1-1 Operational Logs	166-200-0350 (2)
8)	Premise Information Records	Public Safety		166-200-0350 (69)
9)	Quality Assurance Records	Reporting		166-200-0385 (18)
10)	Statistical Reports	Reporting		166-200-0385 (20)
11)	System Error/Malfunction Records	Public Safety	Retitled: 9-1-1 System Error/Malfunction Records	166-200-0350 (3)