

EXAMPLES: RECORD SERIES DESCRIPTIONS

The following are some examples of well-crafted records series descriptions. These are offered as informational examples only and do not reflect approval of these retentions for Metro use.

Example 1: Accident and Injuries Records

Source: Oregon State University Archives

This series documents claims made by institution employees to the SAIF (State Accident Insurance Fund) Corporation for occupational injuries, accidents, or illnesses; insurance coverage and related reimbursement issues; and safety analysis and compliance inspections. This record series does not include accidents or incidents which involve hazardous substance or radiation exposure.

This series may include but is not limited to: report of accident forms; SAIF Worker's and Employer's Report of Occupational Injury or Disease form (463.801); Occupational Safety and Health Administration (OSHA) Form 200; OSHA Form 101; incident logs; employer payroll reports; hearing transcripts; notices of claim disposition; determination orders; opinions and orders; appeal letters; claim adjustment documentation; medical reports; cost statements; and related documentation and correspondence.

Example 2: Non-Fair Advertising and Promotion Records

Source: State of Oregon Archives Division

Series is used to prepare and produce promotional materials, and to document promotions, advertising campaigns and public relations efforts for non-fair events at the fairgrounds.

Records may include event programs and schedules, passes, newsletters, news clippings, paste-ups, drawings, copies of ads, photographs, slides, videotapes, sound recordings, story scripts, posters, brochures, flyers, and correspondence.

Example 3: Unsafe Building Records

Source: State of Oregon Archives Division

Records documenting the demolition, boarding, or other actions related to structures determined to be unsafe. Includes structures determined to be unsafe due to the manufacture of illegal drugs. Also documents related repairs or actions to remedy deficiencies. **Used for** reference and litigation.

Usually includes complaints, building inspection reports, letters to property owners, and demolition documents. May also include photographs, copies of contracts and payment records, and related significant records.

Example 4: Administrative Records - Permits

Source: US Environmental Protection Agency

The administrative record is required for issuance of draft and final permits for Prevention of Significant Deterioration (PSD), Resource Conservation and Recovery Act (RCRA), National Pollutant Discharge Elimination System (NPDES), and Underground Injection Control (UIC), when EPA is the permitting authority.

The record includes the permit application, draft permit or notice of intent to deny, statement of basis and documentation, the environmental impact statement (NPDES only), comments received during the public comment period, public hearing transcripts and related documentation, and the final permit.