Using Records Retention Schedules:
Which Retention Schedules Do Metropolitan Planning Organizations Use?

Purpose: Provide guidance to metropolitan planning organizations on which records retention schedules to use.

Metropolitan planning organizations need to use the following records retention schedules:

1. *Local Government Common Records Retention Schedule (CORE)*

   This schedule covers records that are commonly created/received by most government agencies (including metropolitan planning organizations), such as records relating to:

   - Annexation plans
   - Audits
   - Board meetings
   - Contracts and agreements
   - Customer comments
   - Facilities management
   - Financial transactions and accounting
   - Grants/bonds
   - Human resources
   - Information systems/technology
   - Internal reporting
   - Legal affairs
   - Marketing and promotion
   - Media coverage
   - Payroll
   - Planning files
   - Policies and procedures
   - Public records requests

   Records with minimal retention value (transitory records) are also covered in the *Local Government Common Records Retention Schedule (CORE)*.

2. *Transit Records Retention Schedule*

   This schedule covers records relating to the functions of providing transit services, such as:

   - ADA/paratransit
   - Daily route operations
   - Dispatch radio transmissions
   - Fare rate development
   - Rideshare/vanpool
   - Route scheduling