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**Date:** 6/30/2017    **Updated:** 6/30/2022    **Date To Be Reviewed:** Five Years – 6/30/2027

## Title of Document: 7.7.1 LOPR\_Building Plans and Specifications

### **Background:**

Lake Oswego Parks & Recreation (LOPR) maintains records of floor plans, specifications and/or as-built drawings for major facilities constructed since 1965 for facilities with greater than 10,000 square feet in measurement.

### **Procedure:**

Lake Oswego Parks & Recreation (LOPR) Director, Project Managers and Administrative Assistants review and update the LOPR current and completed projects to comply with the City and State Records Retention policy and procedures. Plans and as-built drawings are archived in the City's electronic document repository (Laserfiche) in coordination with the City Recorder and Records Management Specialist. Laserfiche is the repository for all City records in accordance with OAR 166-017-0025.

The City Laserfiche repository is accessed in two different ways:

- Laserfiche Weblink – Public: <http://www.ci.oswego.or.us/WebLink/Welcome.aspx?cr=1>
- Laserfiche Weblink – Staff: Please see the Parks Administrative Assistant

LOPR has two facilities with greater than 10,000 square feet in measurement constructed since 1965. The as-built drawings for the Adult Community Center and the Indoor Tennis Center are electronically stored in Laserfiche.

### **Links to EOC Sources:**

For CAPRA EOC

- 2020 ACC Renovation Project As-Built (EOC 7.7.1\_E1)
- 2021 Indoor Tennis Center Renovation Project As-Built (EOC 7.7.1\_E2)

### **Related Documents:**

3.6 LOPR\_Records Management Policy and Procedures

**Responsibility/Contacts:** Director, Project Managers, Administrative Assistants