



Oregon Association of Municipal Recordors

RECORDS MANAGEMENT COMMITTEE

Purpose:

The purpose of the Records Management Committee is 'To provide education of the Records Management Manual and Retention Schedules, as well as other training tools to the OAMR membership.'

Responsibilities include:

1. The RMC is to conduct regular evaluations of OAMR records for destruction, and/or preparation for archival.
 - a. The incoming chair should meet with outgoing chair as soon as practical after the Annual Conference to receive OAMR records for storage, or discuss & agree on storage location.
 - b. Evaluate archival/destruction needs. Many records will be forwarded after the annual conference; those records should be evaluated for retention as soon as received. Evaluation of destruction needs should be accomplished annually, at minimum, prior to OAMR annual conference. An administrative procedure regarding maintenance of Association records was adopted by the Executive Board 04/05/01, a copy of which is forwarded to the incoming chair.
2. As a joint effort with the Oregon State Archives Division, the RMC is to review the City Records Retention Schedule, and make recommendations for updates and changes. During this review process, the committee should work closely with the Archives Division to ensure accurate changes, reflective of the cities' needs.
 - a. Updates of the [City Retention Schedule](#) occur every (5) years. Deadlines for updating the schedule are established by state. (Last update occurred 2002)
 - b. Chair should contact:
Connor Edmonds, Manager
Records Unit Manager
Secretary of State, Archives
503.378.5221
connor.f.edmonds@state.or.us
3. To work collaboratively on other records-related projects with the Oregon State Archives Division to provide additional information and educational tools, and to promote effective and safe records management practices to the membership and their cities.
 - a. Create/update manuals, with Archives Division. Manuals and publications that have been created to date include:

- [Disaster Recovery Manual](#) and [video](#) posted on SOS website.
 - [E-Policy Manual](#) (created 2003-04, finalized 2004-05)
 - [City Records Management Manual](#) (updated 2004-05)
 - Template or example [City Records Management Brochure](#) with [instructions](#) for downloading and inserting your city logo.
 - [Historical Records Preservation Manual](#) (created 2009)
 - [Records Management/Retrieval System](#) (as shown in PD1)
 - * *Click on the documents within the PDF document to access a Word document that can be downloaded and edited to fill your needs.*
- b. Make presentations at OAMR Annual Conference and Region Meetings and at other association conferences, as requested.
4. The Records Management Committee should meet monthly, at a date, time and place mutually agreeable, or as often as required to complete any current projects.

Current Committee Members

 [Back to Committee list](#)