



OREGON ASSOCIATION OF MUNICIPAL RECORDERS

Records Management Committee

DESCRIPTION

PURPOSE

The purpose of the Records Management Committee is to provide reliable records management information and guidance to OAMR members and serve as a liaison to the Oregon Secretary of State Archives Division.

RESPONSIBILITIES

1. Offer support, information, and resources to OAMR members with records management questions.
2. Coordinate with other OAMR committees and partners to provide educational opportunities related to identifying, classifying, storing, securing, retrieving, tracking, destroying or permanently preserving records.
3. Maintain the organization's records in accordance with the rules established by the OAMR Board of Directors.
4. Collaborate with the Oregon Secretary of State Archives Division when reviewing the Cities General Records Retention Schedule (Oregon Administrative Rule 166-200).

PROCEDURES

1. The Committee should meet regularly at a date, time, and place mutually agreeable, or as often as needed to complete any projects.
2. The Chair of the Committee and/or designee(s) shall send out an agenda or meeting notice prior to the meeting and keep meeting note records.
3. The Committee should elect or re-elect a Chair and/or Vice Chair annually at the first meeting after the OAMR conference.