



Oregon Association of Municipal Record Keepers

HISTORICAL PRESERVATION COMMITTEE (Revised 2020)

Purpose: To preserve the history of the Oregon Association of Municipal Record Keepers.

Annual Scrapbooks: Scrapbooks contain the photos and newsletters from each conference period. For example, the 2020 Annual Scrapbook contains photos and newsletters from September 2020 to September 2021.

Responsibilities:

- a. The President shall provide a list of all committee members and special awards/recognitions that shall be kept in a central location (Committee Hard Drive) for historical preservation.
- b. The Historical Preservation Committee shall work with the Newsletter Committee to ensure all needed photos are taken during the academy session and annual conference.
- c. The Conference Committee shall provide two copies of the conference programs for use by the Historical Preservation Committee. One copy should be for the scrapbook and one for the Historical Preservation Committee's records.
- d. The Historical Preservation Committee shall store older scrapbooks in a central location (City of Keizer) after they have been added to the digital scrapbook files. The two most recent scrapbooks will be available at each annual conference. **The scrapbooks are not brought to Mid-Year.**

DUTIES

Scrapbooks are the history of the organization.

Supplies:

- Use 3-ring, 2-inch locking notebook instead of photo album in order to use sheet protectors and add copies of newsletters.
- Use 8-1/2 x 11-inch cardstock.
- Put completed pages in sheet protectors.

Instructions:

- Only one year per scrapbook.
- Save entire book for digital record as a PDF. Provide to the Internet Committee Chair for posting on the website.
- Journal/label photos as much as possible. Photos are distributed among members through the OAMR Flickr site. A copy of the handbook is emailed to the members for reference.
- **NOTE:** The OAMR Historical Preservation Committee Chair assigns cameras based on volunteers available to take photos at the Annual Conference. Request photographers obtain names of all participants in order to identify photos later.
- Use programs like MS Word, MS Publisher, Canva, etc. Try to fit pages with the theme of the conference or event.
- When the Historical Preservation Committee sends newsletter articles to the Newsletter Committee, use the Newsletter Submission Guide and the OAMR Newsletter Manual.
- Add copies of all the newsletters to the scrapbook.

SCRAPBOOKS DO NOT INCLUDE:

- Committee Reports
- Proposals from the vendors

ORDER OF SCRAPBOOK:

- Cover for the year
- List of Officers
- List of Committees
- Professional Development participants during the past year
- Photos
- Newsletters

PHOTOS TO INCLUDE FROM THE ANNUAL CONFERENCE:

- Speakers, including the Opening Ceremony
- Classes/Sessions, including Athenian Dialogue
- Academy Session
- Region IX Meeting
- Annual Business Meeting, including swearing in
- President's Welcome Reception
- Mentor/Mentee/First Timer Breakfast
- Pink Walk
- Trivia Night
- Honored Guests Dinner
- Exhibitors/Sponsors
- Live and Silent Auctions
- Raffle Baskets
- Community Outreach Project

- Banquet
 - Incoming Board
 - Outgoing Board
 - Out of State/Honored Guests
 - Past Presidents
 - Swearing In
 - New Officers
 - Award Recipients (as presented and later with the President)
 - President's Corner
 - Group shots throughout the night
 - The Head Table
- Region Photos
- Registration Table
- President's Final Toast in her Suite
- Other photos that would make a good page.

STORAGE:

Following the annual conference, the Historical Preservation Committee Chair will store the most recent Historical Photo albums (in plastic tubs). The main storage of scrapbooks are kept at a central location (City of Keizer).