OREGON ASSOCIATION OF MUNICIPAL RECORDERS

ANNUAL BUSINESS MEETING

Friday, September 23rd, 2016

8:00 A.M.

Ashland Hills Hotel & Suites – Ashland, OR

AGENDA

I. Call to Order
II. Roll Call – By sign-in sheet
III. Approval of Minutes of the September 17, 2015 Annual Business Meeting, the March 31, 2016 Board Meeting, and the May 18, 2016 E-Board Meeting.
IV. Resolution of Appreciation to The Ashland Hills Hotel & Suites Staff
V. Selection of 2018 Conference Site
VI. Adoption of 2016-2017 OAMR Budget
VII. 2016-2017 Board Elections
   a. Officers of Second Vice President and Treasurer
   b. Region Directors for Regions I, III, V and VII
VIII. Treasurer's Report for the Year Ending October 31, 2015
IX. Resolution 2016-2 Banking Signatures 2016-2017
X. Adoption of the revisions to the Information Management Manual (formerly the Records Management Manual)
XI. Annual Reports from Board Members and Committee Chairs
XII. Other Business
XIII. Adjournment

2015-2016 Board

- Michele Eldridge, CMC, President
- Dale Shafer, 1st Vice President
- Debbie Hamilton, 2nd Vice President
- Trudy Borrevik, CMC, Secretary
- Nancy Batchelder, MMC, Treasurer
- Amy Sowa, MMC, Immediate Past President
- Kathy Payne, CMC, Region I Director
- Margaret Reh, Region II Director
- Phyllis Bolman, MMC, Region III Director
- Carolyn Shields, CMC, Region IV Director
- Deanna Casey, MMC, Region V Director
- Lisa Morgan, Region VI Director
- Nancy Parker, Region VII Director

2015-2016 Committee Chairs

- Denise Carey, MMC, Audit
- Abigail Donowho, Bylaws
- Angie Lanter,CMC, City Recorder Procedure Manual
- Dale Shafer, Conference
- Peggy Hawker, MMC, Education
- Lisa Scholl, CMC, Historical Preservation
- Melissa Thompson-Kiefer, CMC, Internet
- Lisa Morgan, Legislative
- Mary Dibble, MMC, Membership
- Nancy Parker, CMC, Mentoring
- Kathy Payne, CMC, Newsletter
- Amber Ames, MMC, Nominating
- Ruth Post, MMC; Peggy Hawker, MMC; and Karin Johnson, MMC, Northwest Clerks Institute
- Karin Johnson, MMC, Professional Growth & Leadership Development
- Scott Stauffer, Records Management
- Carol Weir, MMC, Retired Clerks
- Nanci Moyo, CMC, Scholarship
- Debbie Hamilton, CMC, Special Projects/Fundraising

OAMR BOARD REPORT

Meeting Date: September 23, 2016
Source of Item: Secretary

Contact: Trudy J. Borrevik, CMC, City Recorder
Contact Telephone Number: 541.942.5501
Contact E-Mail: cityrecorder@cottagegrove.org

BACKGROUND

Approval of the following Board Meeting Minutes:

1. September 17, 2015, Annual Business Meeting
2. March 31, 2016, Board Meeting
3. May 18, 2016 E-Board Meeting (Treasurer Position/IIMC Outgoing President Flowers)

RELATED POLICIES/BUDGET CONSIDERATIONS

BOARD OPTIONS
The Board may approve the above-noted minutes as presented; the Board may make amendments and approve the minutes as amended; or the Board may take no action.

CHAIR OR DIRECTOR'S RECOMMENDATION
Approve the above-noted Board Meeting Minutes as presented/amended.

SUGGESTED MOTION

1. Motion to approve the above-noted Board Meeting Minutes as presented/amended.

ATTACHMENTS

A. September 17, 2015, Annual Business Meeting
B. March 31, 2016, Board Meeting
C. May 18, 2016 E-Board Meeting (Treasurer Position/IIMC Outgoing President FlowerS)

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
ANNUAL BUSINESS MEETING
September 17, 2015, 8:00 a.m.
Seaside Convention Center

Minutes are unofficial until approved by OAMR.

1. **Annual Business Meeting Called to Order:**
   President Amy Sowa, MMC, Springfield, Region IV, called the Annual Business Meeting to order at 8:25 a.m. Secretary Anna Ruggles, CMC, Forest Grove, Region II, served as Parliamentarian.

2. **Roll Call by Sign-In:**
   Amy Sowa, MMC, President, Springfield, Region IV
   Michele Eldridge, CMC, First Vice President, Harrisburg, Region III (Conference Committee Chair)
   Dale Shafer, Second Vice President, Nehalem, Region I (Special Projects/Fundraising Committee Chair)
   Nancy Batchelder, MMC, Treasurer, Yachats, Region III
   Anna Ruggles, CMC, Secretary, Forest Grove, Region II
   Norma Alley, MMC, Immediate Past President, Region II

   Kathy Payne, CMC, St. Helens, Region 1 Director (Newsletter Committee Chair)
   Debbie Manning, MMC, Dundee, Region II Director
   Phyllis Bolman, MMC, Monmouth, Region III Director
   Trudy Borrevik, CMC, Cottage Grove, Region IV Director
   Deanna Casey, MMC, Central Point, Region V Director (Historical Preservation Committee Chair)
   Lisa Morgan, Region VI Director (Legislative Committee Chair) - Absent
   Nancy Parker, City of Athena, Region VII Director (Mentoring Committee Chair)

   Alice Attwood, MMC, Tonasket, WA
   Debbie Burke, MMC, City of Normandy Park, WA
   Monica Martinez Simmons, MMC, City of Seattle, WA
   Byron Pope, MMC, City of Beverly Hills, CA

Abby Donowho, Tillamook, Region I
Linda Engretson, CMC, Warrenton, Region I
Kim Jordan, Seaside, Region I
Melissa Kiefer, Nehalem, Region I (Internet Committee Chair)
Terri Michel, Rockaway Beach, Region I
Susan Reeves, MMC, Scappoose, Region I
Colleen Riggs, Cannon Beach, Region I
Lisa Scholl, CMC, St. Helens, Region I
Dawne Shaw, Warrenton, Region I

Amber Ames, MMC, Hillsboro, Region II
Pat DuVal, CMC, Milwaukie, Region II (Records Management Committee Chair)
Jane Garvin, MMC, Retired, Region II
Sandra King, MMC, Wilsonville, Region II
Angie Lanter, Banks, Region II
Nicole Morris, CMC, Tualatin, Region II
Jenn Nelson, CMC, Carlton, Region II
Rochelle Roaden, Dayton, Region II
Margaret Reh, North Plains, Region II
Colleen Resch, Sherwood, Region II
Debby Roth, MMC, Cornelius, Region II
Kim Scheafer, MMC, Canby, Region II
Scott Stauffer, Milwaukie, Region II

Heidi Bell, Donald, Region III
Stacie Cook, MMC, Mill City, Region III (Conference Planning)
Tracy Davis, MMC, Keizer, Region III (Northwest Clerks Institute)
Lisa Figueroa, Silverton, Region III
Karen Hewitt, Port of Newport, Region III
Justin Hogue, Mt. Angel, Region III
Kimmie Jackson, Yachats, Region III
Barb James, Newport, Region III
Karin Johnson, MMC, Independence, Region III (Audit Committee Chair),
Debbie Lockhart, MMC, Keizer, Region III
Cathy Nelson, Waterloo, Region III
Vickie Nogle, MMC, Hubbard, Region III
Sheila Jordan, Siletz, Region III
Ruth Post, MMC, Philomath, Region III (Northwest Clerk Institute; Professional Growth and Leadership Committee Chair)
Kelly Richardson, CMC, Aurora, Region III
Cathy Steere, MMC, Lincoln City, Region III
Sheryl Simmons, Siletz, Region III
Linda Wangsness, Yachats, Region III

Mandy Balcom, Coburg, Region IV
Sheila Cox, MMC, Roseburg, Region IV
Sammy Egbert, Coburg, Region IV
Debbie Hamilton, CMC, Sutherlin, Region IV (Retired Clerks Committee Chair)
Diane Harris, Sutherlin, Region IV
Darci Henneman, Veneta, Region IV
Rebecca Lawson, Glendale, Region IV
Terri Long, Oakland, IV
Carolyn Shields, CMC, Myrtle Creek, Region IV
Roberta Tharp, CMC, Creswell, Region IV
Kitty Vodrup, CMC, Junction City, Region IV
Kelli Weese, Florence, Region IV

Janette Booth, Phoenix, Region V
Barb Christensen, CMC, Ashland, Region V
Karen Spoonts, Medford, Region V

Jennifer Gray, Hood River, Region VI

Donna Biggerstaff, Pendleton, Region VII
Tori Barnett, MMC, Ontario, Region VII (Conference Planning)
Teri Porter, Pilot Rock, Region VII
Debi Russell, Weston, Region VII (Scholarship Committee Chair)

3. Approval of Minutes of September 19, 2014, Annual Business Meeting:
Secretary Anna Ruggles presented the above-noted minutes for consideration.

Hearing no amendments from the open floor, the following motion was made.

MOTION: Deanna Casey moved, seconded by Tori Barnett, to approve the minutes of September 19, 2014, Annual Business Meeting as presented. **MOTION CARRIED UNANIMOUSLY by voice vote.**

4. Resolution No. 2015-01 of Appreciation to the 2015 OAMR Conference Committee and the Seaside Convention Center:
President Amy Sowa read the resolution in its entirety and presented a copy of the resolution in appreciation to the staff of the Seaside Convention Center.

MOTION: Susan Reeves moved, seconded by Debbie Manning, to adopt Resolution No. 2015-01 of Appreciation to the 2015 OAMR Conference Committee and the Seaside Convention Center. **MOTION CARRIED UNANIMOUSLY by voice vote.**

5. Consideration of Proposed Bylaws Amendments:
Tori Barnett, on behalf of Bylaws Committee Chair Julie Krueger, referenced Attachment A, proposed 2014-15 Bylaws with proposed amendments, and gave a summary report, noting the Board requested the Committee pursue a legal review of the bylaws, which was conducted by Stephen Lawrence, retired attorney, at no

cost to OAMR. In addition, Barnett referenced the significant amendments to the proposed bylaws as follows:

- New Article XI, Tax Exemption Provisions;
- New Article XII, Liability and Indemnification;
- New Article XIV, Construction and Terms; and
- Other minor housekeeping items.

Hearing no discussion from the open floor, the following motion was made.

MOTION: Ruth Post moved, seconded by Karin Johnson, to approve the proposed 2014-15 Bylaws as presented. **MOTION CARRIED UNANIMOUSLY by voice vote.**

6. **Selection of the 2017 Conference Site:**
Second Vice President Dale Shafer referenced Attachment A, 2017 Bid Notice, and Attachment B, Response Matrix, and gave a summary report, noting the ad-hoc committee received the following bids for Region III:

- Oregon Garden Resort
- Salem Convention Center
- Salishan Spa 7 Golf Resort
- Hallmark Resort at Agate Beach

Upon conclusion of the open floor discussion, the following motion was made.

MOTION: Nicole Morris moved, seconded by Karin Johnson, to award the 2017 OAMR Mid-Year Academy and Annual Conference to Hallmark Resort at Agate Beach. **MOTION CARRIED UNANIMOUSLY by voice vote.**

7. **Adoption of 2015-16 OAMR Budget:**
First Vice President Michele Eldridge referenced Attachment A, 2015-16 Budget, Attachment B, 2015-16 Budget Narrative, and gave a summary report, noting the Budget Committee is requesting the membership consider approving the proposed budget for 2015-16 totaling $128,127, an increase of $327 from 2014-15 adopted budget in anticipation of increased education expenses. Eldridge reported a new revenue and expense line has been created to reflect the Athenian Leadership Dialogues with a proposed budget of $1,000 for 2015-16, which has been split out from academies and conference budget. In addition, Eldridge advised the committee is also proposing to increase the annual conference registration fee by $25 in 2016, noting the last fee increase of $25 occurred five years ago and typically, the Board increases registration fees every three years or so.

President Amy Sowa opened the floor and discussion ensued pertaining to the Budget Committee's proposal to increase the annual conference registration fee by $25 for 2016, to which numerous concerns were voiced that the increase was

unwarranted. Upon conclusion of the open floor discussion, the following motion was made.

MOTION: Ruth Post moved, seconded by Tracy Davis, to amend the 2015-16 Budget by decreasing annual conference registration line item by $2,250 (from $29,250 to $27,000) and amending the proposed Budget for 2015-16 from $128,127 to $125,877. **MOTION CARRIED UNANIMOUSLY by voice vote.**

8. **Resolution No. 2015-02 Consideration of Banking Signature**

President Amy Sowa referenced Attachment A, Resolution No. 2015-02, noting the above-noted resolution is authorizing Michele Eldridge, 2015-16 President; Nancy Batchelder, 2015-16 Treasurer, or in their absence, Dale Shafer, 2015-16 First Vice President, to sign on behalf of OAMR orders for payment or withdrawal of money.

Hearing no discussion from the open floor, the following motion was made.

MOTION: Tori Barnett moved, seconded by Karin Johnson, to approve Resolution No. 2015-02 Authorizing Signatures for Banking Services on behalf of the OAMR. **MOTION CARRIED UNANIMOUSLY by voice vote.**

9. **2015-16 Board Elections:**

Susan Reeves, on behalf of Nominating Committee Chair Joann Thompson who was absent, referenced Attachment A, slate of candidates' nomination packets, and gave a summary report of the Board positions the Nominating Committee received for Fiscal Year 2015-16 election.

Hearing no nominations from the floor, nominations were closed, and the following candidates were declared elected:

Second Vice President: Debbie Hamilton, CMC, Sutherlin
Secretary: Trudy Borrevik, CMC, Cottage Grove
Region Director of Region II: Margaret Reh, North Plains
Region Director of Region IV: Carolyn Shields, CMC, Myrtle Creek
Region Director of VI: Lisa Morgan, Prineville

The above-noted members will be sworn-in at the annual banquet, with the exception of Lisa Morgan who was absent and will be sworn-in at the November board meeting.

10. **Treasurer's Report and Audit Briefing for Fiscal Year 2014-15:**

Treasurer Nancy Batchelder referenced Attachment A, titled "Profit and Loss November 2014 through October 2015", and gave a summary of the Treasurer's Financial Annual Report for Fiscal Year 2014-15 through August 31, 2015, noting there was $53,680.48 in Cash Carried Forward to begin the 2014-15 Fiscal Year. In addition, Batchelder reported OAMR made $3,341.28 on the Mid-Year Academy Session and $2,100 was set aside for scholarships this year and $23,175 was awarded.

Hearing no discussion from the open floor, the following motion was made.

MOTION: Barbara Christensen moved, seconded by Debbie Manning, to approve the Treasurer's Report and Audit Briefing or Fiscal Year 2014-15 as presented. **MOTION CARRIED UNANIMOUSLY by voice vote.**

11. Annual Reports from Board Members and Committee Chairs:
President Amy Sowa referenced the President's Annual Report, gave a summary report, and commended the work of the Conference Committee. No action required and no additional oral report given.

Region I: Director Kathy Payne referenced Region I's Annual Report and gave a summary report. No action required and no additional oral report given.

Region II: Director Debbie Manning referenced Region II's Annual Report and gave a summary report. No action required and no additional oral report given.

Region III: Director Phyllis Bolman referenced Region III's Annual Report and gave a summary report. No action required and no additional oral report given.

Region IV: Director Trudy Borrevik referenced Region IV's Annual Report and gave a summary report. No action required and no additional oral report given.

Region V: Director Deanna Casey referenced Region V's Annual Report and gave summary report. No action required and no additional oral report given.

Region VI: President Amy Sowa referenced Region VI's Annual Report on behalf of Director Lisa Morgan who was absent. No action required and no additional oral report given.

Region VII: Director Nancy Parker referenced Region VII's Annual Report and gave a summary report. No action required and no additional oral report given.

Audit: Chair Karin Johnson referenced the Audit Committee's Annual Report, referenced Attachment A, Annual Audit Report, Fiscal Year Ending October 31, 2014, and gave a summary report. In addition, Johnson advised the Audit Committee is recommending to approve the Audit Report for Fiscal Year Ending October 31, 2014, and is proposing the following recommendations:

1. Policy #4. Refunds. The Finance Policy should clearly state that "no purchase/reimbursement" of alcoholic-related expenses is to include corkage fees ($100 was expended on a wine corkage fee). If sponsorship funds were received to offset costs, it should be clearly noted.
2. To avoid confusion regarding cancellation of attendance at the Annual Conference or any Academies, the cancellation deadline should be stated clearly on all registration forms.

Hearing no objections from the floor, President Amy Sowa postponed the Committee's proposed recommendations to the November Board meeting.

Bylaws: The Bylaws Committee's Annual Report was heard under Agenda Item 5.

City Recorder's Procedure Manual: Chair Kelly Morse was absent. Hearing no objections from the floor, President Amy Sowa postponed the Committee's proposed revisions to the City Recorder's Procedure Manual, which was referenced as Attachment A, to the November Board meeting.

Conference Committee: First Vice President Michele Eldridge referenced the Conference Committee's Annual Report and gave a summary report. No action required and no additional oral report given.

Conference Planning Manual Ad-Hoc Committee: Co-Chair Karin Johnson referenced the Conference Planning Ad-Hoc Committee's Report and gave a summary report. Hearing no objections from the floor, President Amy Sowa postponed the Committee's proposed revisions to the Conference Planning Manual, which was referenced as Attachment A, to the November Board meeting.

Education: Chair Peggy Hawker referenced the Education Committee's Annual Report, referenced Attachment A, Compilation of results of the educational costs survey, and gave a summary report. No action required and no additional oral report given.

Historical Preservation: Chair Deanna Casey referenced the Historical Preservation Committee's Annual Report and gave a summary report. No action required and no additional oral report given.

Internet: Chair Melissa Kiefer referenced the Internet Committee's Annual Report and gave a summary report. No action required and no additional oral report given.

Legislative: President Amy Sowa referenced the Legislative Committee's Annual Report on behalf of Chair Lisa Morgan who was absent. No action required and no additional oral report given.

Membership: President Amy Sowa referenced the Membership Committee's Annual Report on behalf of Chair Mary Dibble who was absent. No action required and no additional oral report given.

Mentoring: Chair Nancy Parker referenced the Mentoring Committee's Annual Report and gave a summary report. No action required and no additional oral report given.

Newsletter: Chair Kathy Payne referenced the Newsletter Committee's Annual Report and gave a summary report. No action required and no additional oral report given.

Nominating: Nominating Committee's Annual Report was heard under Agenda Item 9.

NCI Education: Chair Tracy Davis referenced the Northwest Clerks Institute (NCI) Education Committee's Annual Report and gave a summary report. No action required and no additional oral report given.

Professional Growth & Leadership Development: Chair Ruth Post referenced the Professional Growth and Leadership Development Committee's Annual Report and gave a summary report. No action required and no additional oral report given.

Records Management: Chair Pat DuVal referenced the Records Management Committee's Annual Report, Attachment A, Letter regarding HB3505, and gave a summary report. No action required and no additional oral report given.

Retired Clerks: Chair Debbie Hamilton referenced the Retired Clerk's Annual Report and gave a summary report. No action required and no additional oral report given.

Scholarship: Chair Debi Russell referenced the Scholarship Committee's Annual Report and gave a summary report. No action required and no additional oral report given.

Special Projects/Fundraising: Second Vice President Dale Shafer referenced the Special Projects/Fundraising Committee's Annual Report and gave a summary report. No action required and no additional oral report given.

12. Other Business:

Hearing no objections from the floor, President Amy Sowa postponed the following to the November Board meeting.

a) Request for Support of IIMC Vice President – Approve sending a letter of support for the nomination of Roxanne Schneider for the position of IIMC Vice President on behalf of OAMR.

13. Adjournment:

President Amy Sowa adjourned the Annual Business Meeting at 9:35 a.m.

Anna D. Ruggles

Respectfully submitted,
Anna D. Ruggles, CMC, City of Forest Grove
2014-15 OAMR Secretary

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD MEETING
Thursday, March 31, 2016
Ashland Hills & Suites Conference Center

Minutes are unofficial until approved by the Board.

I. Board Meeting Called to Order:

President Eldridge called the Board Meeting to order at 2:43 p.m.

II. Roll Call by Sign-In Sheet:

Members:	Title:	Attended:
Michele Eldridge, CMC, Harrisburg	**President**	✓
Dale Shafer, Nehalem	**1st Vice-President/Conference Chair**	✓
Debbie Hamilton, CMC, Sutherlin	**2nd Vice-President/Fundraising Chair**	✓
Trudy Borrevik, CMC, Cottage Grove	**Secretary**	✓
Nancy Batchelder, MMC, Yachats	**Treasurer**	✓
Amy Sowa, MMC, Springfield	**Immediate Past President**	✓ (Non-Voting)
Kathy Payne, CMC, St. Helens	**Region I Director/Newsletter**	✓
Margaret Reh, North Plains	**Region II Director**	✓
Phyllis Bolman, MMC, Monmouth	**Region III Director**	✓
Carolyn Shields, CMC, Myrtle Creek	Region IV Director	Absent
Deanna Casey, MMC, Central Point	**Region V Director**	✓
Lisa Morgan, Prineville	**Region VI Director/Legislative Chair**	✓
Nancy Parker, Athena	**Region VII Director/Mentoring**	✓
Tracy Davis, MMC, Keizer	**Region IX Director**	✓
Denise Carey, MMC, Estacada	Audit Chair	Absent
Abigail Donowho, Tillamook	Bylaws Chair	Absent
Angie Lanter, Banks	City Recorder's Procedures Chair	Absent
Lisa Scholl, CMC, St. Helens	**Historical Preservation Chair**	✓
Melissa Kiefer, Nehalem	**Internet Chair**	✓
Peggy Hawker, MMC, Newport	**Education Chair**	✓
Karin Johnson, MMC, Independence	**Professional Growth & Development Chair**	✓
Mary Dibble, MMC, Albany	**Membership Chair**	✓
Amber Ames, MMC, Hillsboro	Nominating Chair	Absent
Ruth Post, MMC, Philomath	**NCI Education**	✓
Scott Stauffer, Milwaukie	**Records Management Chair**	✓
Carol Weir, MMC, Rogue River	**Retired Clerks Chair**	✓
Debi Russell, Weston	Scholarship Chair	Absent
Sandra King, MMC, Wilsonville		✓
Melissa Thompson-Kiefer, Nehalem		✓
Colleen Riggs, Cannon Beach		✓
Nicole Morris, Tualatin		✓
Kitty Vodrup, CMC, Junction City		✓
Susan Reeves, Scappoose		✓

III. Officer Reports:

President, Michele Eldridge, CMC, Harrisburg, said she had attended both the Alaska and Washington conferences and had attended two LOC Board meetings. She said she would be attending the California conference at the end of April and the IIMC conference in May. She said Dale would be attending the next LOC Board meeting as she would be out of the State.

She said on February 9, 2016, she and Tracy Davis attended the Waterloo City Council meeting and awarded the Davis-Harris Scholarship to Kathy Nelson.

She commented about the Attorney General's Public Records Law Reform Task Force and said that would be a main focus this year. She talked about the proposed changes that had gone to the legislature and changes that would go before them in 2017. She thanked everyone who had been involved. She said attached to her report was a copy of the letter that was sent to the Attorney General asking for Karin Johnson to be appointed to the task force. She said they have turned down OAMR to be on the task force, but have said that as members drop off, they might have a place for OAMR.

First Vice-President: Dale Shafer, Nehalem, said she didn't have anything to add to her report.

Second Vice-President: Debbie Hamilton, CMC, Sutherlin, said she didn't have anything to add other than there was a lot of confusion about the conference schedule.

Michele said last September, it was voted by the membership to change the rotation schedule of conferences. She said the online conference manual had been updated with the new rotation schedule but it would be. She said the bid for the 2018 conference was in Regions I and II.

Discussion was held on possible locations in Regions I and II.

Treasurer: Nancy Batchelder, MMC, Yachats, said she had nothing to add.

MOTION: Region VII Director Nancy Parker moved, seconded by First Vice President Dale Shafer, to approve the treasurer's report as presented. MOTION CARRIED UNANIMOUSLY by voice vote.

Secretary: Trudy Borrevik, CMC, Cottage Grove, requested the Board approve the following minutes:

1. November 13, 2015, Board Meeting Minutes
2. December 10, 2015, E-Board Meeting Minutes (Attorney General Public Records Law Reform Task Force)
3. February 2, 2016, E-Board Meeting Minutes(House Bill 4130 Opposition Testimony Letter)

4. February 23, 2016, E-Board Meeting Minutes (Region IX Director/AAMC)

MOTION: Region V Director Deanna Casey moved, seconded by Second Vice President Debbie Hamilton, to approve the above-noted minutes as presented. MOTION CARRIED UNANIMOUSLY by voice vote.

IV. Swear in Region VI Director Lisa Morgan, Prineville

Region IX Director, Tracy Davis, swore in Region VI Director, Lisa Morgan, Prineville.

V. Regional Director Reports:

Region I: Kathy Payne, CMC, St. Helens, said she had nothing additional to report. No Board action required.

Region II: Margaret Reh, North Plains, said she had nothing additional to report. No Board action required.

Region III: Phyllis Bolman, MMC, Monmouth, said she had nothing additional to report. No Board action required.

Region IV: Carolyn Shields, CMC, Myrtle Creek, was not in attendance. No Board action required and no additional oral report given.

Region V: Deanna Casey, MMC, Central Point, said she had nothing additional to report. No Board action required.

Region VI: Lisa Morgan, Prineville, said she had nothing additional to report. No Board action required.

Region VII: Nancy Parker, Athena, said she had nothing additional to report. No Board action required.

VI. Committee Reports

Audit: Denise Carey, MMC, Estacada, was not in attendance. Dale Shafer presented the report for Denise Carey. She said that Finance Policy 7.1 required all reimbursements for expenses to include an OAMR Expense Reimbursement Form and they had noticed that were a number of payments made without this paperwork. She said it was the committee's recommendation that the Treasurer return any requests submitted that weren't accompanied by the reimbursement form and receipts attached.

MOTION: Region I Director Kathy Payne moved, seconded by Region VII Director Nancy Parker, to approve the Audit Report for the year ending October 31, 2015. MOTION CARRIED UNANIMOUSLY by voice vote.

Bylaws: Abigail Donowho, Tillamook, was not in attendance and there was no board report. Michele said OAMR had recently had a full legal review of the bylaws and approval by the membership.

City Recorder's Procedures: Angie Lanter, Banks, was not in attendance. Michele said the current manual was adopted in September, 2015. She said the committee was looking at an electronic version that would be available online.

Conference Committee: Dale Shafer, Nehalem, said the registration process was changing and would be done online. She talked about the cash carryover from last year. She said in looking at line items for the September conference, the food was more expensive however she didn't see any reason to raise the conference registration fee.

Melissa Kiefer talked about the processing fees for registering online and asked the Board if they wanted to continue with the $15 processing fee.

Discussion was held on applying for scholarships and applying online.

MOTION: Region VII Director Nancy Parker moved, seconded by Region V Director Deanna Casey, to approve the 2016 Annual Conference registration fees to be the same as last year, plus the addition of the $25 for the Athenian Dialogue.

Ruth Post, MMC, Philomath, asked if people who applied for a scholarship and were attending the Athenian Dialogue, if that would be included in the scholarship.

President Michele said currently the scholarship was based on the registration fee only and didn't include the Athenian Dialogue.

Discussion was held on registration fees. The consensus was to leave registration fees as they currently were for this year. A suggestion was made for the scholarship committee to put something on the registration form that members would know that the Athenian Dialogue was $25 and was not included in the registration fee. And a reminder to the registration form that if someone was applying for a scholarship to make sure the pay by check box was checked.

MOTION CARRIED UNANIMOUSLY by voice vote.

Education Committee: Peggy Hawker, MMC Newport, gave a summary report and said approval was received for LGMC credits for the academy session tomorrow. She said the committee had applied for a MCEF grant but it wasn't approved. She said the committee was struggling with on the road workshops and she suggested OAMR consider eliminating it. She commented that the region directors were doing a good job of putting their own trainings together. She said the committee was always available to suggest training subjects and trainers. It was recommended to move the on the road workshop line item to the conference education line item.

Discussion was held on vendors being used as speakers at conference and the consensus of the Board was to not allow vendors to speak at the conference.

Historical Preservation: Lisa Stoll, CMC, St. Helens, said she had nothing to add.

Internet: Melissa Kiefer, Nehalem, said she had nothing to add.

Legislative: Lisa Morgan, Prineville, gave a summary report and said it was interesting what the legislature tried to push through. She thanked everyone who was involved in HB4130. She said with hundreds of bills being introduced, she needed more members on the committee.

Discussion was held on the relationship between the League of Oregon Cities and OAMR in regards to legislative issues.

Membership: Mary Dibble, MMC, Albany, said she had nothing to add. She said the membership job description needed to be updated with the new process and she gave kudos to Melissa for her help with the online membership renewal process.

Melissa commented on some comments/issues with the new process.

Mentoring: Nancy Parker, Athena, said she had nothing to add. She outlined the housekeeping issues to the mentoring committee.

Newsletter: Kathy Payne, CMC, St. Helens, said she had nothing to add. She said she had sent out 28 letters to get more advertisers and only received 6 responses, 2 which were new. She said companies were hesitant to advertise because they weren't getting anything from advertising.

Nominating: Amber Ames, MMC, Hillsboro, was not in attendance. Michele said the Treasurer position had no nominations. She said the deadline had been extended to June 3, 2016.

Discussion was held on different options regarding the Treasurer position. There were several suggestions made such as paying the Treasurer position and checking with Washington and Alaska, who pay their Treasurer to see how they do that; and to have the position remain as a Board member in name only to sign and review documents and oversee a contracted employee. It was also mentioned that any changes in the position would have to be changed in the by-laws.

Nancy said if there was no other alternative she wouldn't leave OAMR without a Treasurer.

Nancy Parker and Dale Shafer volunteered to be on the ad hoc committee to review the Treasurer position. Michele said she would contact Amber Ames to see if someone on the nominating committee wanted to be on the committee as well.

NCI Education: Ruth Post, MMC, Philomath, said she had nothing to add. She said registration was open. She thanked Tracy Davis for presenting all the paperwork at the November meeting and in re-writing the contracts. She said Joann Tilton was retired from Manteca and on board as the NCI Director.

Professional Growth & Leadership Development, Karin Johnson, MMC, Independence, said the PD dates were included in the packet and the early bird discount had been extended to April 22, 2016 to allow time for scholarship winners to take advantage of the discount.

Records Management: Scott Stauffer, Milwaukie, thanked everyone who had been involved in HB4130 and thanked Representative Huffman and State Archivist Mary Beth Herkert, for their support of the organization.

Retired Clerks: Carol Weir, MMC, Rogue River, said she had nothing more to add. She said it was difficult to keep in contact with clerks once they retired because most of them used a work email address. She suggested adding personal emails to the member information.

Melissa Kiefer said a field could be added to the online form to add a personal email and once they retired their email could be switched from work to personal.

Consensus was to add a field for personal email to the membership application.

Scholarship: Nanci Moyo, Beaverton, was not in attendance. Kitty Vodrup thanked the Board for approving the transfer of $1675 from the Mid-Year Scholarship line to the IIMC Certification Scholarship. She said she had a list of those who had been awarded PD scholarships.

Michele said was glad the association was able to put more money into the PD scholarship line item. She said even though Washington had more money than Oregon, we put more money into the scholarship funds.

Special Projects/Fundraising: Debbie Hamilton, CMC, Sutherlin, said she had nothing to add.

VII. Other Business

Ad Hoc Committee – Attorney General's Public Records Law Reform Task Force: Karin Johnson, MMC, Independence, said OAMR wasn't a member of the committee because it was so big, however she had attended two of the subcommittee meetings. She said the committee was looking at all of the public records exemptions and were trying to put them into different categories rather than have them specific exemptions. She said there would probably be a point where someone from OAMR would be appointed to the task force. She said it was challenging because members of the task force were from special interest groups.

Possible Appointment of Honorary Members: Michele Eldridge, CMC, Harrisburg, gave a summary of her report. She said in the by-laws it stated that any retired past president or individual designated by the Board shall be an Honorary Member. She said Julie Krueger and Denise Carey had both been appointed as City Managers in their respective cities and asked the Board to consider appointing them as Honorary Members of OAMR. She said they wouldn't have voting rights and wouldn't pay dues.

Discussion was held on the definition of Honorary Members. It was suggested to change the wording to say "Any past President who no longer qualifies as a member of OAMR or individual designated by the Board, shall be an Honorary Member."

MOTION: Region VII Director Nancy Parker moved, seconded by Second Vice-President Debbie Hamilton, MMC, to appoint OAMR President Julie Krueger, MMC, The Dalles and Denise Carey, MMC, Estacada to Honorary Member status. MOTION CARRIED UNANIMOUSLY by voice vote.

It was the consensus to have the By-laws Committee work on changing the wording for Honorary Members.

Request for Support for an IIMC Vice President Candidate: President Michele Eldridge, CMC, Harrisburg said there were two people running for IIMC Vice-President, Roxanne Schneider and Stephanie Kelly. She said Roxanne Schneider had contacted OAMR regarding a letter of support for nomination.

After discussion, the consensus of the Board was to have Michele send a letter to Roxanne Schneider stating that OAMR didn't have enough information to make an informed choice at this time.

Insurance – Discussion of whether or not to purchase General Liability Insurance: President Michele Eldridge, CMC, Harrisburg, provided a summary of her report. She said the attorney who did the legal review of the by-laws said OAMR really needed to have liability insurance. She said at the conference in Seaside, it was the first time OAMR had to purchase insurance because of the City owning the conference center. She said based on the by-laws language and reviewing them with an insurance agent, she believed the policy would be adequate for general liability insurance for OAMR.

MOTION: First Vice-President, Dale Shafer, moved, seconded by Region VII Director, Nancy Parker, to approve the purchase of general liability insurance with an annual premium in the amount of $250.00. MOTION CARRIED UNANIMOUSLY by voice vote.

VIII. Future Meetings

September 23, 2016 Business Meeting in Ashland, Oregon.

IX. Adjournment:

President Eldridge adjourned the meeting at 4:40 pm.

Respectfully submitted,
Trudy J. Borrevik, CMC, City of Cottage Grove
2016-17 OAMR Secretary

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BOARD E-MEETING
(Treasurer Position/IIMC Outgoing President Flowers)
Wednesday, May 18, 2016

Minutes are unofficial until approved by the Board.

Board Members:	Title:	via E-mail:
Michele Eldridge, CMC, Harrisburg	President	✓
Dale Shafer, Nehalem	1st Vice-President/Conference Chair	✓
Debbie Hamilton, CMC, Sutherlin	2nd Vice-President/Fundraising Chair	✓
Trudy Borrevik, CMC, Cottage Grove	Secretary	✓
Nancy Batchelder, MMC, Yachats	Treasurer	✓
Amy Sowa, MMC, Springfield	Immediate Past President	Non-Voting
Kathy Payne, CMC, St. Helens	Region I Director/Newsletter	✓
Margaret Reh, North Plains	Region II Director	✓
Phyllis Bolman, MMC, Monmouth	Region III Director	✓
Carolyn Shields, CMC, Myrtle Creek	Region IV Director	✓
Deanna Casey, MMC, Central Point	Region V Director	✓
Lisa Morgan, Prineville	Region VI Director/Legislative Chair	✓
Nancy Parker, Athena	Region VII Director/Mentoring	✓

1. **E-MEETING CALLED TO ORDER:** On May 18, 2016, 1:09 p.m., President Michele Eldridge requested via e-meeting for the Board to consider two items.

   The first item was position of Treasurer. Kimberlyn Collins from Jacksonville was the only member to submit her application for the position of Treasurer, however she didn't meet all the eligibility requirements to run for the position because she hadn't served on an OAMR Committee for the last two years. Michele had talked with Julie Krueger and Tracy Davis and they both felt that the board had the ability to decide whether or not to accept the eligibility of a member. She said the Nomination Committee also felt that she met enough of the eligibility requirement to forward her packet to the board.

   MOTION: Secretary Trudy Borrevik moved, seconded by Director Deanna Casey, to allow the eligibility of Kimberlyn Collins for the position of OAMR Treasurer, contingent upon no other person with full eligibility applying for the position by the deadline of June 3, 2016. MOTION CARRIED 11-0 by e-vote.

   The second item to come before the board was the purchasing of flowers for the outgoing IIMC President. The Region IX directives specify that if the outgoing IIMC President is from Region IX, that flowers should be purchased to give to that person when their term ends. IIMC President Monica Simmons is from Region IX and her term ends in a couple of weeks. Michele said there were funds available in the miscellaneous line item to purchase flowers not to exceed $30. She said Region IX Director, Tracy Davis, had been asked to take a look at the Region IX

policy and determine if the funds that are set aside for their use could cover this expense.

MOTION: Secretary Trudy Borrevik moved, seconded by Director Deanna Casey, to authorize the expenditure of up to $30 for flowers for the outgoing IIMC President as a Region IX representative. MOTION CARRIED 11-0 by e-vote.

2. Adjournment:

President Michele Eldridge adjourned the e-meeting on May 19, 2016, at 4:42 p.m.

Respectfully submitted,
Trudy J. Borrevik, CMC, City of Cottage Grove
OAMR Secretary

OAMR BUSINESS MEETING REPORT

RESOLUTION NO. 2016-01

A RESOLUTION OF APPRECIATION TO THE 2016 OAMR CONFERENCE COMMITTEE, AND ASHLAND HILLS HOTEL & SUITES – ASHLAND, OREGON

Meeting Date: September 23, 2016
Source of Item: President

Contact: Michele Eldridge, CMC, City of Harrisburg
Contact Telephone Number: 541-995-6655
Contact E-Mail: meldridge@ci.harrisburg.or.us

ISSUE STATEMENT

Resolution No. 2016-1 thanks the Conference Committee Chairperson, Host Recorder, and Conference Committee members for their work in organizing the 2016 Annual Academy & Conference. It also thanks the Ashland Hills Hotel & Suites in Ashland, Oregon, for logistical arrangements and extended cordiality throughout the conference.

BOARD OPTIONS

The membership may adopt the above-noted Resolution No. 2016-01 as presented, as amended, or may take no action.

CHAIR OR DIRECTOR'S RECOMMENDATION

The President recommends that the membership adopt Resolution No. 2016-01 as presented.

SUGGESTED MOTION

Motion to adopt Resolution No. 2016-01; ***A RESOLUTION OF APPRECIATION TO THE 2016 OAMR CONFERENCE COMMITTEE AND ASHLAND HILLS HOTEL & SUITES – ASHLAND, OREGON***

ATTACHMENTS

A. Resolution No. 2016-01

OREGON ASSOCIATION
OF MUNICIPAL RECORDERS

RESOLUTION NO. 2016-01

A RESOLUTION OF APPRECIATION
TO THE 2016 OAMR CONFERENCE COMMITTEE,
AND ASHLAND HILLS HOTEL & SUITES – ASHLAND, OREGON

WHEREAS, the many dedicated members of the OAMR Conference Committee chaired by First Vice-President Dale Shafer, closely assisted by Host Recorder Barb Christensen, have worked countless hours over the past year to plan a conference that is both educational and entertaining; and

WHEREAS, The Ashland Hills Hotel & Suites staff assisted the OAMR Conference Committee in the success of the 34th Annual Conference through their assistance in the organization and details in planning the conference; and

WHEREAS, the 2016 OAMR Annual Conference was dedicated to providing quality educational sessions, entertaining social events, and time for networking with our peers from around the state, and

NOW, THEREFORE, BE IT RESOLVED BY THE OREGON ASSOCIATION OF MUNICIPAL RECORDERS that the membership extends its gratitude and appreciation to all of the individuals who worked unselfishly to organize, plan and present an outstanding 2016 OAMR Annual Conference; and the staff of Ashland Hills Hotel & Suites staff, are commended for their outstanding logistical arrangements and cordiality during the conference.

ADOPTED by a majority vote of the voting members of the Oregon Association of Municipal Recorders this 23rd day of September, 2016.

SIGNED: ATTEST:

Michele Eldridge, CMC, OAMR President

Trudy Borrevik, CMC, OAMR Secretary

OAMR BOARD REPORT OR REQUEST FOR ACTION

2018 Conference & Academies Site Selection

Meeting Date: September 23, 2016
Source of Item: 2nd Vice President

Contact: Debbie Hamilton, CMC
Contact Telephone Number: 541.459.2856
Contact E-Mail: d.hamilton@ci.sutherlin.or.us

ISSUE STATEMENT

A Bid Notice/Requests for Proposals for the 2018 OAMR Annual Conference was developed and sent to hotels with conference facilities in Region II. Out of 11 locations receiving the bid notice, five proposals were returned.

BACKGROUND

A copy of the Bid Notice sent is attached as Exhibit A. Bids were received from the following:

- Crowne Plaza – Downtown - Portland
- Embassy Suites – Washington Square - Tigard
- Red Lion on the River – Jantzen Beach - Portland
- DoubleTree by Hilton – Lloyd Center – Portland
- Holiday Inn Portland Airport - Portland

Attached, as Exhibit B, is a matrix to assist in comparing the proposals and identifying Bid Notice criteria. The actual proposals are very large in size, so they will be made available upon request to members with an entire packet available in the OAMR archives for historical retention. Details observed during the site visits is attached as Exhibit C to help provide information that is not identified in the matrix.

Site visits were made to 4 of the 5 facilities to ensure guest and conference rooms could accommodate OAMR's conference needs. Each facility met OAMR's required minimum conference and guest room needs. As the potential 1st Vice President/Conference Planning Chair during the 2017 Conference, and Nicole Morris, City of Tualatin, potentially coming in as our 2nd Vice President, I asked her to accompany me on the site visits to all facilities, except the Holiday Inn Portland Airport where she was unable to attend. I hope to visit the Red Lion on the River this next week with hopes Nicole can join me and we will be able to report on that at conference.

Since 1993, OAMR has been in Region II only two times going to the following places:

1999	II	Beaverton	Greenwood Inn
2006	II	Portland	Doubletree Lloyd Center

RELATED POLICIES/BUDGET CONSIDERATIONS

In past years OAMR has paid funds out of pocket for attrition. There is no consistency between each facility on how attrition is to be met, but it is worth noting the facilities that do require it. After comparing costs, it is important to note the differences in audio visual costs. While some places may have more affordable accommodations, OAMR may end up paying higher conference costs through "special services" such as audio visual. A way to save costs is having OAMR members bring as much audio visual equipment we can. I'm waiting to hear from a couple of hotels if we are allowed to bring our own. As for guest room rates, many facilities will be providing the Government Per Diem rates with the exception of a very few.

Traditionally, the Annual Conference has been held the 3rd full week in September and Mid-Year Academy held the

first Friday in April, with exceptions made in the past. DoubleTree Inn is not able to accommodate our Mid-Year date due to other conferences already booking their facilities. Consideration will need to be made to either disqualify them or make an exception to move Mid-Year, for 2018 only, to the week before or after.

MEMBERSHIP OPTIONS

1. Approve the 2018 OAMR Conference at one of the respondent facilities; or
2. Reject all proposals and re-bid the Conference.

RECOMMENDATION

Any of the facilities would accommodate OAMR's conference needs with strengths and weaknesses. No matter which site the membership chooses, it will be a wonderful location. The managers at each facility were helpful, most were accommodating, and eager to assist us in holding a successful conference. In my opinion, one that stood above the rest was the Embassy Suites at Washington Square. Newly remodeled, lots of free parking, complimentary full breakfast and complimentary evening Manager's reception, with food, wine & beer, several restaurants close by, Washington Square next door and easy access. They were very eager for our business.

SUGGESTED MOTION

"I move to award the bid for the OAMR 2016 Annual Conference and Mid-Year Academy to (choose one)."

EXHIBITS

A. 2018 Bid Notice
B. Response Matrix
C. Site Visit Notes

Facilities Proposals are attached in the OAMR archives record only for retention.

Oregon Association of Municipal Recorders

37th Annual Conference
September 18-23, 2018

The **Oregon Association of Municipal Recorders**
Has the pleasure to announce it is soliciting bids
for its 37th Annual Conference to be held
September 18-21, 2018

PROCESS TO SUBMIT A BID:

- Your bid and supplemental material for the 2018 Annual OAMR Conference must be received by the OAMR 2nd Vice-President no later than **Monday, June 6, 2016.**
- You will be contacted no later than Friday, June 20, 2016, by the OAMR 2nd Vice-President to schedule a Pre-Qualification Site Visit.
- The decision on the 2018 conference site is made by the OAMR membership at the 2016 Annual Conference Business Meeting on Friday, September 23, 2016.
- Further information may be obtained by contacting Debbie Hamilton, CMC, OAMR 2nd Vice-President: telephone – Work 541-459-2856 Ext 207; Cell – 541-580-5489; fax - 541-459-9363; or by e-mail: d.hamilton@ci.sutherlin.or.us

- **Please return bid packet with supplemental material, by Monday, June 6, 2016, to:**
  Debbie Hamilton, CMC
  OAMR 2nd Vice President
  c/o City of Sutherlin
  126 E. Central Avenue
  Sutherlin, OR 97479
  Phone: 541-459-2856
  e-mail: d.hamilton@ci.sutherlin.or.us

MEETING REQUIREMENTS:

- Tuesday – Saturday: Secured room to include space for a minimum of **14 -** 6' tables for Registration and OAMR store. Other items **6** - 6' tables needed - **total tables needed: 20**
- Tuesday Afternoon: space to put together conference materials and store/auction items.
- Wednesday Minimums:
  - Morning and Afternoon Session: 1 session room for 80, classroom style, with A/V
  - Lunch: 1 session room for 100, rounds of 8, A/V.
  - Reception: stand-up and casual seating for 50 (see F&B requirements below).
- Thursday Minimums:
  - Early Morning Session: 1 session room for 100, classroom style, head table for 7 on risers, A/V.
  - Late Morning Session: 1 session room for 100 or 2 session rooms for 80, classroom style, A/V.
  - Lunch: 1 session room for 100, rounds of 8, head table for 6 on risers, A/V (see F&B requirements below).
  - Afternoon Session: 1 session room for 100 or 2 session rooms for 80, classroom style, A/V.
- Friday Minimums:
  - Early Morning Meeting/Lunch: 1 session room for 100, rounds of 8, head table for 10 on risers, A/V (see F&B requirements below).
  - Late Morning Meeting: 1 session room for 100 or 2 session rooms for 80, classroom style, A/V.

    - Afternoon Sessions: 1 session room for 100 or 2 session rooms for 80, classroom style, A/V.
    - Evening Banquet: 1 session room for 100, rounds of 8, head table for 16 on two different heights of risers, A/V.
- Saturday
    - Morning Meeting: casual seating space for 30, OAMR move-out.

EXHIBIT SPACE:

- Space must be accessible to internet and power outlets.
- Exhibitor Set-Up: Wednesday evening
- Exhibit Hall Open: Thursday and Friday
- Exhibitor Move-Out: Friday afternoon
- Minimum of fifteen 8' tables required
- Exhibit space, in addition to booths, should also be able to accommodate refreshment breaks and 10-12 tables of auction items.

FOOD & BEVERAGE REQUIREMENTS *(subject to change):*

- Wednesday:
    - Lunch: Buffet/box lunch for 100
    - Reception: Hors d'oeuvres for 80
- Thursday:
    - Breakfast: Buffet for 100
    - Lunch: Plated for 120
    - Reception: Hors d'oeuvres for 100
- Friday Banquet:
    - Breakfast: Plated for 100
    - Lunch: Plated for 100
    - Dinner: Plated for 120
- Additional Meals:
    - Breaks: Beverage and small snack or hors d'oeuvres
- To give OAMR a perspective on menu/catering costs, please provide current catering charges including tax, service charge, and gratuity for the following:
        - One galloon coffee
        - Continental breakfast
        - Luncheon club sandwich with beverage and dessert
        - Banquet of appetizer, salad, 10 oz. Prime Rib Dinner (or Chicken) with dessert

ROOM BLOCK:

- 100 rooms peak night(s).
- Group rate to be available one day prior to and one day following conference.
- OAMR prefers to house all attendees at same location.
- Estimated rooms by night:
    - Tuesday – 50 rooms
    - Wednesday – 80 rooms
    - Thursday – 100 rooms
    - Friday – 80 rooms
- Quote current year group rate and government rate for single and double rooms.

HOTEL TO PROVIDE:

- One Presidential suite to be provided complimentary for 4 nights (Tuesday check-in, Saturday check-out)

- Complimentary accommodations for one night for 2nd Vice-President to do the Pre-qualification Site Visit (within 3 months of the bid being received).
- Complimentary meeting space for OAMR Board & Conference Committee site visits (see Addendum 2).
- Complimentary valet and/or parking.
- Complimentary WIFI/Internet access in guest rooms and for vendors.
- Provide at least 1 complimentary room night for every 35 room nights picked up, on a cumulative basis.
- Quote projected group rate for the year 2018.
- Extend conference rates to attendees one day prior and one day after conference.
- Extend conference rates to anyone wishing to stay over during the (potential) meetings throughout the year (see Addenda 1 and 2).
- Room blocks must be held until 21 days prior to opening of conference (a four week cut-off date will be published to the attendees).

SUPPLEMENTAL MATERIAL:
- Floor plan with location of all facilities.
- Sample contract.
- Distance from nearest airport in miles and drive time.
- Method of transportation to/from airport and applicable charges.

ADDENDA TO BID SOLICITATION:

Addendum 1. The Oregon Association of Municipal Recorders also holds a Mid-Year Educational Session the **first Friday in April** in the same year as the conference. The educational session is preceded by an OAMR Board meeting on Thursday afternoon.

If awarded the Annual Conference, the Mid-Year Academy Session will also be held at your facility; the proposed dates are:
- April 5, 2018 (Board Meeting)
- April 6, 2018 (Mid-Year Session)

REQUIREMENTS INCLUDE:
- Thursday, 1:00 pm – 6:00 pm: one meeting room for board meeting (25 people)
- Thursday, 5:30 pm: dinner for 20
- Friday, 7:00 am – 5:00 pm: one session room for 60-80, classroom style, with AV
- Friday, Noon – 1:00 pm: lunch for 60-80
- Room block: 50 rooms Thursday night, 15 rooms Friday night
- One Presidential Suite to be provided complimentary for Wednesday through Friday night

Addendum 2. Two or more OAMR Board/Conference Committee meetings are held prior to the Mid-Year Session. These meetings are generally held from 10:00 a.m. to 5:00 p.m. at the conference site, one in November, 2017, and one in February, 2018. Dates will be confirmed upon bid award.

REQUIREMENTS INCLUDE:
- Meeting space for 30 people: complimentary
- Lunch for 30 people

2018 OAMR Conference Proposal

Conference Dates: Sept 19-21, 2018
Mid-Year Dates: April 6, 2018

dates ok for conference
not available for this date

	Crowne Plaza	Holiday Inn at Airport	Double Tree Inn Downtown	Embassy Suites - WA SQ	Red Lion - Jantzen Beach
Guest Room Costs					
Pres Suite Complimentary x4 nights	Group Rate x 4 @$175.	Yes	Governor suite	Yes	Yes
Room Rates + Transient Lodging Tax	$175 + 15.3% TRT	$125.00 + 15.3% TRT	$151 + 15.3% TRT	All suites - $159.00 +10% TRT	$149.00 +15.3%
Projected Rates in 2018	same	$125.00	$166 + 15.3% TRT	same	same
1 Room Comp per ? Booked	40	50	50	40	40
Internet WiFi	Free in guest rooms only	guest rooms/public spaces	in guest rooms, negotiate mtg rms	guest rooms	guest rooms/vendors
Parking	$20 night / $7 event	Complimentary	$18 per night / $5 day	Complimentary	Complimentary
Room Blocks Held	50/80/100/80	50/80/100/80/Aug 28, 2018	50/80/100/80	50/80/100/80	50/80/100/80
Floor Plan Provided	Yes	Yes	Yes	Yes	Yes
Sample Contract Provided	No	No	No	No	Yes
Group Rate Before & After Conference	day before/after	tbd	Yes	Yes	3 days before/after
					2 suites at group rate
Attrition	80% / 20%	80%	80%	80%	80%

Transportation Provided to and from Conf Site	No	Airport & Cascade Station for iMax	iMax	hotel shuttle within one mile of hotel	No
Airport Distance	9 miles	2 miles	9 miles	24 miles	9 miles
Transportation Provided & Cost	No	To & from airport complimentary	iMAX light rail	Beaverton Transit Center to/from hotel free	Uber or taxi - $22.00 or $28
Meal Costs (Gratuity Not Included)					
Food & Beverage Minimum *includes gratuity	$30,000	$15,000 + 23% service charge	$35,000 + 22% gratuity	$20,000 + 21% service charge	$20,000 + 22%
Gallon Coffee	$60 gallon	$44.00	$60.00	$40.00	Not quoted
Continental Breakfast	$22 pp	$14.00-$24.50 pp	$19.00	Complimentary	$18.00
Club Sandwich, w/Beverage & Dessert	$25 pp	box lunch $17.00 or deli plate $18.00 + bev/dessert	$30.00	26.95 pp	Non specific $26.00
Prime Rib with Everything	$45 pp	$37.00	$40.00	$50.00 pp	Non specific $36.00
Appetizer/Snack (Breaks)	Various	$8.50 - $47.00 pp	$12.00	tbd	no quote
Gratuity/Service Charge	22%	23%	22%	21%	23%
				Complimentary beer, wine, cocktail & soft drinks at evening snack reception daily	
Conference Room Rates & Needs					
Secure Area for Registration & Store	Yes	Yes	Yes	Yes	Yes
Tuesday Set Up	Yes	tbd	Yes	Yes	Yes
Meets Reg/Store 6' Table Needs (11) & Cost	waived	$10 per table	waived	Waived	Waived
Meets Vendor 8' Table Needs (15) & Cost	waived	$10 per table	waived	Waived	Waived
Meets Auction 8' Table Needs (10) & Cost	waived	$10 per table	waived	Waived	Waived
Saturday Transition Meeting & Cost	waived	$250.00	waived	Waived	Waived
A/V Costs (Estimated Minimum Costs)	Various - pkg $450	Complimentary	$500.00	tbd	Not quoted

Comp Space Board Meeting Nov '17 & Feb. '18	separate proposal	separate proposal	Yes	Waived	Waived
Comp Space Meetings (2 Days) Apr. 6 '18 (Mid-Year)	separate proposal	separate proposal	Not avail those days	Waived	Waived
Room Rental Fees	separate proposal	$750 daily	waived	Waived	Waived
Room Set Up Service Charge	22%	$500 daily	waived	21% on final bill	$500 one time fee
Menu Deadline	30-days prior	60-days	30-days	30-days	3 weeks
Final Conference Count Deadline	3-days before	3-days before	3-days before	3-days before	3 weeks

2016 OAMR Conference Proposal

Conference Dates: 9/19/18 - 9/21/18
Mid-Year Dates: 4/5/18 - 4/6/18

		Notes:
	Crowne Plaza	
Guest Room Costs	**Host Recorder: ?**	
Pres Suite Complimentary x4 nights	No	Group Rate x4 @$175.00
Room Rates + Transient Lodging Tax	$175 + 15.3% TRT	
Projected Rates in 2016	same	
1 Room Comp per 35 Booked	40	
Internet - WiFi	Free in guest rooms only	20% discount for meeting rooms
Parking	$20 night / $7 event	
Room Blocks Held	50/80/100/80	
Floor Plan Provided	Yes	
Sample Contract Provided	No	
Group Rate Before & After Conference	day before/after	
	0	
Attrition	80% / 20%	
	Tues - 50; Wed-80; Thu-100, Fri-80	

Transportation Provided to/from Conference Center	No	
Airport Distance	9 miles	
Transportation Provided & Cost	No	

2016 OAMR Conference Proposal

Conference Dates: 9/19/18 - 9/21/18
Mid-Year Dates: 4/5/18 - 4/6/18

	Crowne Plaza	Notes:
Meal Costs (Gratuity Not Included)		
Food & Beverage Minimum	$30,000	Minimum - I tried to get lower
Gallon Coffee	$60 gallon	
Continental Breakfast	$22.00	
Club Sandwich, w/beverage & dessert	$25.00	
Prime Rib with Everything	$45.00	
Appetizer/Snack (Breaks)	Various	
Gratuity/Service Charge	22%	

Conference Room Rates & Needs		
Secure Area for Registration & Store	Yes	Bar-Bartenders $150 (includes setup) for first 3 hrs, $25.hr thereafter
Tuesday Set Up	Yes	Corkage fee $12.00
Meet Reg./Store 6' Table Needs (11) & Cost	waived	
Meet Exhibitor 8' Table Needs (15) & Cost	waived	If F&B minimum met
Meet Auction 8' Table Needs (10) & Cost	waived	
Saturday Transition Meeting & Cost	waived	
A/V Costs	Various Prices + Labor	Whiteboard - $70 Flipchart - $55 Projector Pkg $450

Comp Space Board Meeting Nov. '15 & Feb. '16	separate proposal	
Comp Space Meetings Apr. '16 (Mid-Year)	separate proposal	
Room Rental Fees	separate proposal	
Room Set Up Service Charge	22%	

2016 OAMR Conference Proposal

Conference Dates: 9/19/18 - 9/21/18
Mid-Year Dates: 4/5/18 - 4/6/18

	Crowne Plaza	Notes:
Menu Deadline	30-days prior	
Final Conference Count Deadline	3-days before	

2016 OAMR Conference Proposal

Conference Dates: 9/19/18 - 9/21/18
Mid-Year Dates: 4/5/18 - 4/6/18

	Holiday Inn at Airport	Notes:
Guest Room Costs	**Host Recorder: TBD**	
Pres Suite Complimentary x4 nights	Yes	
Room Rates + Transient Lodging Tax	$129.00 + 15.3% TRT	Reservations must be made by 8/28/18
Projected Rates in 2018	$129.00	
1 Room Comp per ? Booked	50	
Internet	guest rooms/public spaces	
Parking	Complimentary	
Room Blocks Held	21 days prior to arrival	
Floor Plan Provided	Yes	
Sample Contract Provided	Yes	
Group Rate Before & After Conference	Yes	
Attrition		

Tues 50; Wed 80; Thu 100; Fri 80

Airport Distance	2 miles	
Transportation Provided & Cost	Shuttle to & from Airport and to Cascade Station for iMax	complimentary

Meal Costs (Gratuity Not Included)

2016 OAMR Conference Proposal

Conference Dates: 9/19/18 - 9/21/18
Mid-Year Dates: 4/5/18 - 4/6/18

	Holiday Inn at Airport	Notes:
Food & Beverage Minimum	$15,000 + 23% service charge	If falls short of minimum it will be charged to the room rental
Gallon Coffee	$44.00	
Continental Breakfast	$14.00-$24.50 pp	
Club Sandwich, w/beverage & dessert	box lunch $17.00 or deli plate $18.00 + bev/dessert	
Prime Rib with Everything	$37.00	
Appetizer/Snack (Breaks)	$8.50 - $47.00 pp	
Gratuity/Service Charge	23%	

Conference Room Rates & Needs		
Secure Area for Registration & Store	Yes	
Tuesday Set Up	TBD	
Meet Reg./Store 6' Table Needs (11) & Cost	$10 per table	
Meet Exhibitor 8' Table Needs (15) & Cost	$10 per table	
Meet Auction 8' Table Needs (10) & Cost	$10 per table	
Saturday Transition Meeting & Cost	$250.00	
A/V Costs	Complimentary	
	22% service charge for AV	

2016 OAMR Conference Proposal

Conference Dates: 9/19/18 - 9/21/18
Mid-Year Dates: 4/5/18 - 4/6/18

		Notes:
	Holiday Inn at Airport	
Comp Space Board Meeting Nov. '15 & Feb. '16	Yes	F&B extra
Comp Space Meetings Apr. '16 (Mid-Year)	Would be a charge	F&B extra
Room Rental Fees	Possibly a fee	depends on how much space is needed
Room Set Up Service Charge	$750 daily $250 Saturday	based on the actulization of 80% of contracted room block
Menu Deadline	3 weeks prior to conference	
Final Conference Count Deadline	21 days prior	

Conference Room Sample Locations		
Secure Area for Registration & Store	Mt St. Helens	
Tuesday Set Up (Sept 20)	Atrium/Mt. Bachelor	
Wednesday Registration	Atrium	
Opening Ceremonies/General Session	Multnomah & Wahkeena	
Concurrent Sessions	same	
Vendors	Atrium	
Saturday Transition Meeting	Mt Bachelor	
Board Meetings in Nov., Feb., & Apr.	No specific room noted	
Wednesday, Sept 21		
Breakfast: Continental x50	Bridal Veil & Latourell	
Lunch: buffet/boxed x80	Bridal Veil & Latourell	Rounds 100
Session: Classroom x80	Multnomah & Wahkeena	Classroom 100
Stand Up Casual x100 (Meet-n-Greet)	Latourell	

Thursday, Sept 22		
Breakfast: Buffet x100	Bridal Veil & Latourell	Rounds 100
Open Cerem.: Theatre x100 + Head Table x14	Multnomah & Wahkeena	Classroom 100

2016 OAMR Conference Proposal

Conference Dates: 9/19/18 - 9/21/18
Mid-Year Dates: 4/5/18 - 4/6/18

		Notes:
	Holiday Inn at Airport	
Plated Lunch x120	Bridal Veil & Latourell	Rounds of 8 120
Con. Sessions: Classrooms x50	Multnomah & Wahkeena	Classroom 100
Friday, Sept 23		
Bus. Mtg.: Breakfast x100 + Head Table x10	Multnomah & Wahkeena	Rounds of 10 - 100
Gen. Session: Classroom x100	Multnomah & Wahkeena	Theatre
Plated Lunch x100	Not noted	Rounds of 8 - 120
Conc. Sessions: Breakout x50	Multnomah & Wahkeena	Theatre
Banquet x100 + Head Table x16	Bridal Veil & Latourell	Rounds of 8 - 120

2016 OAMR Conference Proposal

Conference Dates: 9/19/18 - 9/21/18
Mid-Year Dates: 4/5/18 - 4/6/18

		Notes:
	Double Tree Inn Lloyd Center	**Not available for Mid-year dates**
Guest Room Costs	**Host Recorder -**	
Pres Suite Complimentary x4 nights	Governor suite	
Room Rates + Transient Lodging Tax	$151 + 15.3% TRT	Premium guestroom $171 + 15%
Projected Rates in 2016	$166 + 15.3% TRT	Per diem rate for 2018 + 15%
1 Room Comp per ? Booked	50	
Internet	in guest rooms, negotiate mtg rms	
Parking	$18 per night / $5 day	
Room Blocks Held	50/80/100/80	
Floor Plan Provided	Yes	
Sample Contract Provided	No	
Group Rate Before & After Conference	Yes	
Attrition	80%	
	Tues 50; Wed 80 Thu 100; Fri 80	

Airport Distance	9 miles/15 minutes	
Transportation Provided & Cost	24 hour airport shuttle - comped	

Meal Costs (Gratuity Not Included)

2016 OAMR Conference Proposal

Conference Dates: 9/19/18 - 9/21/18
Mid-Year Dates: 4/5/18 - 4/6/18

		Notes:
	Double Tree Inn Lloyd Center	**Not available for Mid-year dates**
Food & Beverage Minimum	$35,000 + 22% gratuity	
Gallon Coffee	$60.00	
Continental Breakfast	$19.00	
Club Sandwich, w/beverage & dessert	$30.00	
Prime Rib with Everything	$40.00	
Appetizer/Snack (Breaks)	$12.00	
Gratuity/Service Charge	22%	

Conference Room Rates & Needs		
Secure Area for Registration & Store	Yes	
Tuesday Set Up	Yes	
Meet Reg./Store 6' Table Needs (11) & Cost	waived	
Meet Exhibitor 8' Table Needs (15) & Cost	waived	
Meet Auction 8' Table Needs (10) & Cost	waived	
Saturday Transition Meeting & Cost	waived	
A/V Costs	$500.00	

Comp Space Board Meeting Nov. '15 & Feb. '16	Yes	
Comp Space Meetings Apr. '16 (Mid-Year)	Not avail those days	
Room Rental Fees	waived	
Room Set Up Service Charge	waived	
Menu Deadline	30-days	
Final Conference Count Deadline	3-days before	

2016 OAMR Conference Proposal

Conference Dates: 9/19/18 - 9/21/18
Mid-Year Dates: 4/5/18 - 4/6/18

		Notes:
	Embassy Suites at WA Square	
Guest Room Costs	**Host Recorder: TBD**	
Pres Suite Complimentary x4 nights	Yes	
Room Rates + Transient Lodging Tax	All suites - $159.00 +10% TRT	
Projected Rates in 2016	same	
1 Room Comp per ? Booked	40	
Internet	guest rooms	
Parking	Complimentary	
Room Blocks Held	50/80/100/80	
Floor Plan Provided	Yes	
Sample Contract Provided	No	
Group Rate Before & After Conference	Yes	
Attrition	80%	

Transportation to/from conference site	hotel shuttle within one mile of hotel	
Airport Distance	24 miles	
Transportation Provided & Cost	Beaverton Transit Center to/from hotel free	

Meal Costs (Gratuity Not Included)

2016 OAMR Conference Proposal

Conference Dates: 9/19/18 - 9/21/18
Mid-Year Dates: 4/5/18 - 4/6/18

	Embassy Suites at WA Square	Notes:
Food & Beverage Minimum	$20,000 + 21% service charge	
Gallon Coffee	$40.00	
Continental Breakfast	Complimentary	full buffet - excellent
Club Sandwich, w/beverage & dessert	26.95 pp	
Prime Rib with Everything	$50.00 pp	
Appetizer/Snack (Breaks)	tbd	
Gratuity/Service Charge	21%	
	Complimentary beer, wine, cocktail & soft drinks at evening snack reception daily	excellent buffet available
Conference Room Rates & Needs		
Secure Area for Registration & Store	Yes	
Tuesday Set Up	Yes	
Meet Reg./Store 6' Table Needs (11) & Cost	Waived	
Meet Vendor 8' Table Needs (15) & Cost	Waived	
Meet Auction 8' Table Needs (10) & Cost	Waived	
Saturday Transition Meeting & Cost	Waived	
A/V Costs	tbd	Waiting on email

Comp Space Board Meeting Nov. '15 & Feb. '16	Waived	
Comp Space Meetings Apr. '16 (Mid-Year)	Waived	
Room Rental Fees	Waived	
Room Set Up Service Charge	21% on final bill	
Menu Deadline	30-days	
Final Conference Count Deadline	3-days before	

2016 OAMR Conference Proposal

Conference Dates: 9/19/18 - 9/21/18
Mid-Year Dates: 4/5/18 - 4/6/18

		Notes:
	Red Lion Inn on the River	
Guest Room Costs	**Host Recorder: TBD**	
Pres Suite Complimentary x4 nights	Yes	
Room Rates + Transient Lodging Tax	$149.00 +15.3%	
Projected Rates in 2018	same	
1 Room Comp per ? Booked	40	
Internet	guest rooms/vendors	
Parking	Complimentary	
Room Blocks Held	50/80/100/80	
Floor Plan Provided	Yes	
Sample Contract Provided	Yes	
Group Rate Before & After Conference	3 days before/after	
	2 suites at group rate	
Attrition	80%	

Transportation to/from conference site	No	
Airport Distance	9 miles	
Transportation Provided & Cost	Uber or taxi - $22.00 or $28	

Meal Costs (Gratuity Not Included)

2016 OAMR Conference Proposal

Conference Dates: 9/19/18 - 9/21/18
Mid-Year Dates: 4/5/18 - 4/6/18

	Red Lion Inn on the River	Notes:
Food & Beverage Minimum	$20,000 + 22%	
Gallon Coffee	Not quoted	waiting on email
Continental Breakfast	$18.00	
Club Sandwich, w/beverage & dessert	Non specific $26.00	
Prime Rib with Everything	Non specific $36.00	
Appetizer/Snack (Breaks)	no quote	
Gratuity/Service Charge	23%	

Conference Room Rates & Needs		
Secure Area for Registration & Store	Yes	
Tuesday Set Up	Yes	
Meet Reg./Store 6' Table Needs (11) & Cost	Waived	
Meet Vendor 8' Table Needs (15) & Cost	Waived	
Meet Auction 8' Table Needs (10) & Cost	Waived	
Saturday Transition Meeting & Cost	Waived	
A/V Costs	Not quoted	waiting on email

Comp Space Board Meeting Nov. '17 & Feb. '18	Waived	
Comp Space Meetings Apr. '18 (Mid-Year)	Waived	
Room Rental Fees	Waived	
Room Set Up Service Charge	$500 one time fee	
Menu Deadline	3 weeks	
Final Conference Count Deadline	3 weeks	

OAMR BOARD REPORT

Meeting Date: September 23, 2016 Contact: Dale Shafer
Source of Item: 1st Vice President Contact E-Mail: manager@ci.nehalem.or.us

ISSUE STATEMENET

The Budget Committee respectfully requests approval of the OAMR 2016-2017 Budget

BACKGROUND

Oamr Bylaws, Article IX, Section 1 requires the First Vice-President to appoint a Budget Committee, prepare a budget for the next fiscal year, and submit the proposed budget to the membership for consideration and adoption at the annual meeting.

Budget Committee members Dale Shafer, Michele Eldridge, CMC, and Nancy Batchelder, MMC met on August 26, 2016 in Nehalem. Members Kimberlyn Collins and Debbie Hamilton attended the meeting via Skype. The year-to-date budget and the current budget were reviewed and the Committee worked together to prepare the proposed budget. Denise Carey, MMC was not able to attend the meeting but did review the budget and provided input.

RELATED POLICIES/BUDGET CONSIDERATIONS

The Committee proposes a budget of $147,592 of which $40,914 is Contingency. This means we are expecting to spend a total of $106,678. Compared with the 2015-2016 budget of $125,877 of which $23,392 was Contingency leaving a total of $102,485, the proposed 2016-2017 budget has expected expenses of only $4,193 more than the 2015-2016 budget.

The Budget Committee continues to recommend the practice of funding scholarships to the fullest extent possible after meeting the needs of the Association. The Committee is delighted to again be able to match last year's increase in scholarships. It is also noted that no one applied for the Marge Price scholarship last year. We need to do a better job of promoting this scholarship. Scholarship Funds in 2016-2017 will allow the following:

- 20 Professional Development NCI scholarships for full registration, included two full lodging scholarships;
- 20 Mid-Year Academy Scholarships;
- 22 OAMR Annual Academy and Conference Scholarships for full registration, including two of those covering $300.00 each towards lodging for first-time attendees;
- The Kathy Ishiara and Marge Price Scholarships at $1,000 each;
- The Special Scholarship Fund, which was announced last year and will continue to pay for two more years of Professional Development for the recipient

MEMBER OPTIONS

1. Approve the 2016-2017 Budget & Budget Narrative by the OAMR membership as submitted.
2. Approve the 2016-2017 Budget & Budget Narrative by the OAMR membership as *amended*

RECOMMENDATION

On behalf of the Budget committee, I recommend approval of the 5016-2017 OAMR Budget and Budget Narrative.

SUGGESTED MOTION

Move to approve the 2016-2017 OAMR Budget and Budget Narrative as submitted by the Budget Committee

ATTACHMENTS

A. Budget
B. Budget Narrative
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OREGON ASSOCIATION OF MUNICIPAL RECORDERS
2016-2017 ANNUAL BUDGET

REVENUES

2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 ADOPTED	2015-2016 ACTUAL	DESCRIPTION	2016-2017 PROPOSED	2016-2017 ADOPTED
				Academy/Education Sessions		
$ 1,500.00		$ 1,000.00		On-The-Road Workshops	$ 500.00	
		$ 1,000.00	$ 425.00	Athenian Leadership	$ 750.00	
$ 8,430.00	$ 7,650.00	$ 8,250.00	$ 8,580.00	Mid-Year Academy	$ 8,250.00	
$ 9,000.00	$ 9,450.00	$ 9,000.00	$ 8,100.00	Annual Academy	$ 9,000.00	
$ 18,930.00	***$ 17,100.00***	***$ 19,250.00***	***$ 17,105.00***	***Total Academy Sessions***	***$ 18,500.00***	***$ -***
Bend	Seaside	Ashland		**Annual Conference**	Newport	
$ 29,581.85	$ 28,056.00	$ 27,000.00	$ 23,700.00	Registration	$ 27,000.00	
$ 3,585.50	$ 4,931.70	$ 3,000.00	$ 2,694.00	Exhibitors	$ 3,500.00	
$ 6,156.07	$ 6,743.99	$ 5,000.00	$ 5,632.00	Sponsors	$ 5,000.00	
$ 39,323.42	***$ 39,731.69***	***$ 35,000.00***	***$ 32,026.00***	***Total Annual Conference***	***$ 35,500.00***	***$ -***
				Education/Scholarships		
$ 2,734.00	$ 2,812.00	$ 3,500.00	$ 3,000.00	Auction	$ 3,500.00	
$ 3,658.00	$ 4,437.00	$ 5,000.00	$ 3,000.00	Basket Raffle	$ 3,000.00	
$ 765.00	$ 975.00	$ 1,000.00	$ 745.00	Kathy Ishiara Education Fund	$ 1,000.00	
$ 1,288.00	$ 1,838.00	$ 1,300.00	$ 1,121.80	Donations - General	$ 1,500.00	
$ -	$ 4,202.50	$ 3,750.00		Special Scholarship Fund	$ 1,000.00	
$ 3,015.36	$ 1,735.00	$ 3,000.00	$ 1,256.00	Other Fundraising	$ 4,000.00	
$ 1,876.50	$ 658.50	$ 1,250.00	$ 725.00	Store Sales	$ 1,250.00	
$ 13,336.86	***$ 16,658.00***	***$ 18,800.00***	***$ 9,847.80***	***Total Education/Scholarships***	***$ 15,250.00***	***$ -***
$ 178.56	$ 208.09	$ 150.00	$ 265.72	**Interest**	$ 150.00	
$ 10,750.00	$ 10,235.00	$ 10,000.00	$ 10,410.00	**Membership Dues**	$ 10,250.00	
$ 441.00	$ 648.50	$ 350.00	$ 556.75	**Miscellaneous**	$ 500.00	
$ 900.00	$ 800.00	$ 1,000.00	$ 925.00	**Newsletter Advertising**	$ 1,000.00	
$ 83,859.84	***$ 85,381.28***	***$ 84,550.00***	***$ 71,136.27***	***TOTAL REVENUES***	***$ 81,150.00***	***$ -***
$ 41,674.34	$ 53,530.48	$ 41,327.00	$ 63,209.17	**Beginning Fund Balance**	$ 66,442.00	
$ 125,534.18	***$ 138,911.76***	***$ 125,877.00***	***$ 134,345.44***	***GRAND TOTAL REVENUES***	***$ 147,592.00***	***$ -***

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
2016-2017 ANNUAL BUDGET

EXPENDITURES

2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 ADOPTED	2015-2016 ACTUAL	DESCRIPTION	2016-2017 PROPOSED	2016-2017 ADOPTED
				Academy/Education Sessions		
$ 106.79		$ 1,000.00		On-the-Road Workshops	$ 500.00	
		$ 1,000.00	$ 2,500.00	Athenian Leadership	$ 2,500.00	
$ 5,318.29	$ 4,308.72	$ 7,000.00	$ 5,031.28	Mid-Year Academy	$ 7,000.00	
$ 3,937.16	$ 5,511.05	$ 7,000.00	$ 2,825.00	Conference Academy	$ 7,000.00	
$ 9,362.24	***$ 9,819.77***	***$ 16,000.00***	***$ 10,356.28***	***Total Academy/Education Sessions***	***$ 17,000.00***	***$ -***
Bend	Seaside	Ashland		**Annual Conference**	Newport	
$ 246.49	$ 259.00	$ 250.00	$ 250.00	Awards	$250	
$ 829.39	$ 604.64	$ 600.00	$ 535.00	Banquet Expenses	$850	
$ 225.18	$ 145.00	$ 500.00	$ 500.00	Conference Chair Expense	$500	
$ 533.85	$ 31.70	$ 1,000.00		Freebies/Conference Bags Expense	$1,000	
$ 1,225.00	$ 6,000.00	$ 1,500.00	$ 1,500.00	Future Conference Site Deposits	$2,500	
$ 2,394.60	$ 2,508.84	$ 4,130.00	$ 2,800.00	Hospitality	$4,000	
$ 14,082.29	$ 12,935.09	$ 16,000.00	$ 13,500.00	Food & Beverage/Site Fees	$14,000	
$ 513.90	$ 723.54	$ 200.00		Miscellaneous	$500	
$ 57.89		$ 100.00		Postage	$100	
$ 665.58	$ 549.30	$ 1,000.00	$ 150.00	President's Reception/Special Event	$1,000	
$ 323.10	$ 414.66	$ 700.00	$ 500.00	Printing	$700	
$ 2,812.19	$ 2,000.57	$ 2,000.00	$ 1,000.00	Speaker Expenses	$2,500	
$ 23,909.46	***$ 26,172.34***	***$ 27,980.00***	***$ 20,735.00***	***Total Annual Conference***	***$ 27,900.00***	***$ -***
$ 560.22	***$ 1,692.00***	***$ 100.00***	***$ 72.00***	***Internet/Web Page***	***$ 100.00***	
$ 530.00	***$ 500.00***	***$ 600.00***	***$ 500.00***	***MCEF Annual Donation***	***$ 600.00***	
				Membership		
$ -	$ 5.46			Postage	$ 25.00	
$ -	$ 14.48			Printing	$ 25.00	
$ 152.00	$ 215.83	$ 150.00	$ 107.00	Supplies	$ 150.00	
$ 152.00	***$ 235.77***	***$ 150.00***	***$ 107.00***	***Total Membership***	***$ 200.00***	***$ -***
$ 675.80	***$ 823.47***	***$ 2,000.00***	***$ 702.62***	***Miscellaneous***	***$ 2,000.00***	
				Newsletter		
$ 35.42	$ 29.12	$ 100.00	$ 32.77	Postage	$ 50.00	
$ 47.38	$ 29.24	$ 100.00	$ 20.75	Printing	$ 50.00	
$ 7.23	$ 5.29	$ 50.00	$ 5.00	Supplies	$ 50.00	
$ 90.03	***$ 63.65***	***$ 250.00***	***$ 58.52***	***Total Newsletter***	***$ 150.00***	***$ -***
$ 1,456.56	***$ 1,788.19***	***$ 4,000.00***	***$ 3,000.00***	***NW Clerks Institute Director***	***$ 3,000.00***	
$ 163.61	***$ 550.00***	***$ 500.00***		***OAMR Ambassadors***	***$ -***	

Officer Supplies

$ 31.42		$ 50.00		Postage	$ 50.00	
$ 67.97		$ 100.00		Supplies/Stationary/Envelopes/etc	$ 100.00	
$ 416.33	$ 120.10	$ 500.00	$ 110.03	Miscellaneous	$ 300.00	
$ 515.72	***$ 120.10***	***$ 650.00***	***$ 110.03***	***Total Officer Supplies***	***$ 450.00***	***$ -***

Officers Expenses

1st Vice President

$ 1,619.08	$ 1,674.98	$ 1,700.00	$ 1,559.41	IIMC Conference	$ 2,000.00	

2nd Vice President

$ 588.56	$ 391.38	$ 400.00	$ 600.00	Future Conference Site Tours	$ 800.00	

Director - Region IX

$ 1,040.00	$ 1,130.00	$ 3,230.00		Region IX, IIMC, Meetings, Assmnt, Etc.	$ 3,200.00	

President

$ 2,463.13	$ 2,245.44	$ 2,450.00	$ 1,317.33	IIMC Annual Conference	$ 2,500.00	
$ 535.59	$ 201.18	$ 1,000.00	$ 464.58	OAMR Representation	$ 1,550.00	
$ 2,671.50	$ 2,232.16	$ 3,475.00	$ 2,887.57	Region IX Conferences (AK,CA, WA)	$ 3,500.00	
$ 5,669.92	*$ 4,678.78*	*$ 6,925.00*	**$ 4,669.48**	***Total President Expenses***	**$ 7,550.00**	**$ -**
$ 20.00	$ 25.00	$ 150.00		*OAMR Region Directors*	$ 150.00	
$ 8,937.56	***$ 7,900.14***	***$ 12,405.00***	***$ 6,828.89***	***Total Officers Expenses***	***$ 13,700.00***	***$ -***
$ 701.88		***$ 850.00***		***Photography/Historian***	***$ 1,000.00***	
$ 1,352.85	***$ 679.82***	***$ 2,000.00***	$ 1,433.09	Store Merchandise	$ 2,000.00	

Raffle Expense

$ 17.00		$ 150.00	$ 150.00	Postage & Supplies (basket raffle tickets	$ 150.00	
$ 162.12	$ 62.35	$ 250.00		Printing	$ 250.00	
$ 1,541.65	$ 1,527.65	$ 1,750.00		Prize Expense	$ -	
$ 1,720.77	***$ 1,590.00***	***$ 2,150.00***	***$ 150.00***	***Total Raffle Expense***	***$ 400.00***	***$ -***

Scholarships

$ 9,975.00	$ 12,475.00	$ 13,000.00	$ 14,675.00	IIMC Certification Programs	$ 15,000.00	
$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00	Kathy Ishiara Scholarship	$ 1,000.00	
$ 1,800.00	$ 1,650.00	$ 3,000.00	$ 1,200.00	Mid-Year Academy	$ 3,000.00	
$ 600.00	$ 600.00	$ 600.00	$ 600.00	President Awards Scholarships	$ 600.00	
$ 7,350.00	$ 7,042.34	$ 10,500.00	$ 5,250.00	OAMR Conference/Academy Session	$ 10,500.00	
$ 1,000.00	$ 1,000.00	$ 1,000.00		Marge Price Scholarship	$ 1,000.00	
$ -		$ 1,250.00	$ 1,125.00	Special Scholarship	$ 2,500.00	
	$ -	$ 2,500.00		Reserved for Future Special Scholarship	$ 4,578.00	
$ 21,725.00	***$ 23,767.34***	***$ 32,850.00***	***$ 23,850.00***	***Total Scholarships***	***$ 38,178.00***	***$ -***
$ -	***$ -***	***$ 23,392.00***	***$ -***	***Contingency***	***$ 40,914.00***	
$ 71,853.70	***$ 75,702.59***	***$ 125,877.00***	***$ 67,903.43***	***TOTAL EXPENDITURES***	***$ 147,592.00***	***$ -***

				ENDING FUND BALANCE		
$ -	$ -		$ -	UNAPPROPRIATED EFB	$ -	$ -
$ 71,853.70	***$ 75,702.59***	***$ 125,877.00***	***$ 67,903.43***	GRAND TOTAL EXPENDITURES	***$ 147,592.00***	***$ -***

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BUDGET NARRATIVE 2016-2017

REVENUES

ACADEMY/EDUCATIONSESSIONS

- **Education/On-The-Road Workshops** – Registration fees paid by persons attending OAMR On-The-Road Workshops.
- **Athenian Leadership Dialogue Sessions** – Small fee that is charged for attendees for the ALD sessions.
- **Mid-Year** – Registration fees paid by persons attending the OAMR Mid-Year Academy Session.
- **Annual** – Registration fees paid by persons attending the OAMR Annual Conference Academy Session.

CONFERENCE

- **Registration** – Fees paid to attend the Annual OAMR Conference
- **Exhibitors** – Fees paid by business organizations to be an exhibitor during the Annual OAMR Conference
- **Sponsors** – Money given to OAMR to sponsor certain activities during the Mid-Year Academy and Annual Conference in exchange for advertising in conference brochures and at some events.
- **OAMR Store Sales** – Money earned from the sale of OAMR logo items.

EDUCATION-SCHOLARSHIP FUNDRAISERS

- **Auction** – Income earned from the sale of miscellaneous items donated or solicited by OAMR members and auctioned off during the OAMR Annual Conference. These funds are specifically dedicated to granting OAMR scholarships.
    - **Silent Auction**. The silent auction generally consists of a smaller Thursday or Friday auction which closes after the afternoon break and larger Friday auction during the banquet.
    - **Live Auction**. The live auction (which may or may not occur from year-to-year) is an oral competitive bidding process of larger donated items (i.e. overnight stays, trips, large baskets, high end products such as Coach purses) which takes place during the banquet.
- **Raffles** – Revenue earned from the sale of tickets, for various raffles which are decided on by the Special Projects/Fundraising Committee. Monies raised from the raffle ticket sales are specifically dedicated to granting scholarships.
    - **Basket Raffle**. The baskets typically consist of items that have been donated by the membership or businesses through solicitation by OAMR members. Drawing for this raffle is done at the Mid-Year Academy and/or the Annual Conference.
    - **Other Raffles.** Other raffles have included quilts and accommodations during conference. Drawings for these raffles may be done at either the Mid-Year Academy or at the Annual Conference.
- **Kathy Ishiara Education Fund** – Money received through private donations or fundraisers and awarded as an OAMR scholarship for attendance at the IIMC Annual Conference. This is in honor and memory of former OAMR member and Medford City Recorder Kathy Ishiara who passed away in August 1998 after a long battle with breast cancer.
- **Special Scholarship Fund** – This new scholarship fund was established at the 2015 Annual Conference Banquet. It will continue for two more years.
- **Donations, General** – Money received without a designation through private donation and used for scholarships to attend an OAMR Academy Session or Annual Conference.

INTEREST Money OAMR earns from investment of funds.

MEMBERSHIP DUES Money received directly from payment of membership dues.

MISCELLANEOUS Unanticipated revenue received during the fiscal year and not specifically dedicated to a certain purpose.

NEWSLETTER ADVERTISING Money paid to OAMR by businesses to advertise in the OAMR Quarterly Newsletter.

CASH CARRY OVER The amount of money anticipated as the beginning fund balance for the next fiscal year.

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BUDGET NARRATIVE 2016-2017

EXPENDITURES

ACADEMY/EDUCATION SESSIONS

- **On-The-Road Workshops** – This line item will cover expenses such as mileage, lodging and teaching materials for OAMR's On-The-Road Workshops.
- **Athenian Leadership Dialogue** – This line item covers the projected cost for the Athenian Leadership Dialogue sessions. – This includes expenses such as hotel, rental vehicles, and air fare for the scheduled speaker.
- **Mid-Year Academy** – This line item will cover speaker costs, attendee and speaker meals, or any other expense associated with the academy session held in the spring. It also includes monies to host a hospitality room the night prior to the academy session, if so desired by the OAMR President.
- **Conference Academy** – This line item will cover speaker costs, meals, or any other expenses associated with the academy session held prior to the annual conference. This fund has been increased by $1,000 due to the increased costs of covering speaker expenses.

ANNUAL CONFERENCE

- **Awards** – The cost of awards presented to OAMR members during the Annual Conference, such as Recorder of the Year, President's Award, and committee or other certificates.
- **Banquet Expenses** – Money used to decorate and buy special items for the Annual Conference Banquet, including programs, and post-banquet entertainment. (Does not include dinner costs).
- **Conference Chair Expense** – The cost of a gift for the outgoing President, installing officer, Host Recorder, and others as appropriate.
- **Freebie/Conference Bag Expense** – This line item covers the cost of conference bags and small "freebie" items purchased by the Special Projects/Fundraising Committee Chair or Conference Chair for registration packets and gifts for conference attendees. It also includes give-away items for the Kathy Ishiara Scholarship activity.
- **Future Conference Site Deposits** – This line item is used to cover the deposit required for future conference sites.
- **Hospitality** – This line item is used to pay for expenses associated with the honored guests, such as gifts, complimentary room expenses and registration, honored guests dinner, travel expenses, or other expenses as outlined in the finance policy.
- **Meals** – This line item is used to pay for the meals and breaks during the annual conference. Sponsor money may offset some costs.
- **Miscellaneous** – This line item is used to cover any unanticipated conference-related expense, including photography.
- **Postage** – Conference related postage costs, including mailing of registration materials.
- **President's Reception/Special Event** – Cost of hosting the President's Reception and/or All-Conference event and Meet 'N Greet/Mentoring/1st Timer Breakfast event. (Includes meal if one is part of the event). Sponsor money may offset some of these expenses.
- **Printing** – The cost of printing and producing the Annual Conference handbooks and conference registration materials.
- **Speaker Expenses** – Expenses associated with the speakers at the Annual Conference, including audio/visual expenses. Deposits advanced to secure speakers for future conferences are also covered under this item.
- **Store Merchandise** – Money set aside for the Special Projects/Fundraising Committee Chair to purchase OAMR logo items to sell during the Mid-Year Academy and Annual Conference.

INTERNET/WEBSITE Provides for the annual cost of maintaining the OAMR website on the internet. OAMR has paid through 2017 for Internet Web Hosting in order delay a price increase. In addition, the Domain Registry has been paid through 2019. The expenses shown here are indicative of our ListServ hosting expenditures for the new fiscal year.

IIMC FOUNDATION DONATION Annual donation to the Municipal Clerks Education Foundation, Schwarzkopf Society. The Foundation provides scholarships for Municipal Clerks.

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BUDGET NARRATIVE 2016-2017

EXPENDITURES (cont.)

MEMBERSHIP

- **Postage** – The cost of mailing OAMR information to new members.
- **Printing** – The cost of printing items for the general membership, and new City Recorder Procedure Manuals for new members attending the Annual Conference.
- **Supplies** – Supplies needed for such things as OAMR membership binders, dividers for the binders, name tags, dangles, etc.

MISCELLANEOUS – This line item is used to cover any miscellaneous expenses, such as flowers and other unanticipated expenses.

NEWSLETTER

- **Postage** – This line item reflects the average cost of mailing our newsletter to the membership. Currently, the newsletter is provided electronically only.
- **Printing** – The cost of printing the newsletter. Currently, the newsletter is provided electronically only.
- **Supplies** – Miscellaneous supplies needed to produce the newsletter

NW CLERKS INSTITUTE DIRECTOR – This line item assists with the costs associated with the NCI Director's attendance at the IIMC Annual Conference and the OAMR Annual Conference. These costs are covered in an Intergovernmental Agreement with the NW Clerk's Institute, and in the adopted OAMR Finance Policy.

OFFICER SUPPLIES

- **Postage** – This money is to be used by the President, 1st and 2nd Vice-Presidents, Treasurer, and Secretary to mail informational items to the general membership.
- **Supplies** – The cost of supplies, such as stationery and envelopes.
- **Miscellaneous/Equipment** – This line item is meant to cover any unanticipated expense incurred by an OAMR Officer.

OFFICERS

1ST VICE-PRESIDENT

- **IIMC Conference** – This line item covers the cost of event-related travel, accommodations, and meals as outlined in the OAMR Finance Policy, for the 1st Vice-President to attend the annual IIMC conference.

2ND VICE-PRESIDENT

- **Future Conference Site Tours** – This line item covers travel expenses (meals and mileage at the Federal reimbursement rate) for the 2nd Vice-President to tour future conference sites prior to making a recommendation to the membership at the Annual Conference during which the site is selected. *Note: The room cost should be complimentary.

REGION IX DIRECTOR

- **Region IX, IIMC Meetings, Assessment** – OAMR makes a $5.00 per member donation to the IIMC Region IX Director Travel Fund annually, which covers attendance at the Region IX state conferences. For the years when OAMR has a member serving as a Region IX Director, additional funds are included to pay the costs for the Director to attend the Annual IIMC Conference, as outlined in OAMR's finance policy. This line item also covers OAMR's share of the cost of a gift for the outgoing Region IX Director in years when that occurs.

PRESIDENT

- **IIMC Annual Conference** – The cost, as outlined in the OAMR Finance Policy, for the OAMR President to attend the annual IIMC Conference. This line item covers the cost of an item for the MCEF auction, if unable to obtain through donation.

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
BUDGET NARRATIVE 2016-2017

EXPENDITURES (cont.)

- **OAMR Representation** – The costs associated with the OAMR President, or the President's designee, representing OAMR at the Northwest Clerks Institute, OAMR Regional meetings, League of Oregon Cities Conference (registration covered with booth cost), Oregon City/County Management Association Conference, Oregon Mayors Association Conference or other professional organizations or meetings as determined necessary by the President. This line item has been combined with OAMR Ambassadors as they were so similar.
- **Region IX Conferences (WA, AK and CA)** – The cost, as outlined in the OAMR Expense Policy, for the President's attendance at all Region IX state conferences, which includes complimentary registration to the Oregon Annual Conference.

REGION DIRECTORS - This line item is designated to allow OAMR Regional Directors to pay for speakers for regional meetings, cover the cost of printing and postage for notices of regional meetings, and other supplies as necessary.

PHOTOGRAPHY/HISTORICAL RECORDS – This line item covers costs associated with the supplies for the annual scrapbook, digital tablet costs and photography needs. We are going to have to replace the digital picture frame.

RAFFLE EXPENSES

- **Postage and Supplies** – The cost of mailing raffle tickets; and possibly costs for quilt materials and/or supplies.
- **Printing** – The cost of printing raffle tickets.
- **Prize Expense** Discontinued for the time being.

SCHOLARSHIPS

- **IIMC Certification Program –** Scholarships will be awarded for attendance at the IIMC certification program, as budget allows. In 2014, the Board approved awarding scholarships for first time attendees to the IIMC certification program to cover the cost of lodging as well as registration. This year's budget reflects providing 18 registration scholarships and 2 registration/lodging scholarships. This has been increased by $2,000.00 this year.
- **Kathy Ishiara Scholarship** – One scholarship of $1,000 awarded annually for a member to attend the IIMC Annual Conference in honor of Kathy Ishiara, former Medford City Recorder.
- **Mid-Year Academy Session** – Scholarships to be awarded for members' attendance at an OAMR academy session as budget allows.
- **President Awarded Scholarships** – This represents the scholarship to the following year's conference to the recipients of the "President's Award of Distinction" and the "Recorder of the Year".
- **OAMR Conference/Academy Session** – Scholarships for registration cost for first-time or other member attendance at the Annual Conference or for registration at the Annual Conference Academy Session as budget allows. In 2014, the Board approved awarding scholarships for first time attendees to the Annual Conference to cover the cost of lodging up to $300 as well as registration. This year's budget reflects providing 20 registration scholarships and 2 registration/lodging scholarships.
- **Marge Price Scholarship** – One scholarship of $1,000 awarded annually for a member to attend IIMC Annual Conference in honor of Marge Price, the "Mother" of OAMR.

CONTINGENCY Funds set aside to cover emergency expenses. A $15,000 minimum amount is required by the expense policy.

OAMR BUSINESS MEETING REPORT

Nominating Committee

Meeting Date: September 23, 2016
Source of Item: Nominating Committee

Contact: Amber Ames, OAMR Nominating Committee Chair
Contact Telephone Number: 503-681-6117
Contact E-Mail: amber.ames@hillsboro-oregon.gov

ISSUE STATEMENT

The Nominating Committee has prepared for the FY 2016/2017 OAMR Elections.

BACKGROUND

Members of the Nominating Committee have submitted articles for OAMR newsletters.

Members have recruited and prepared Oaths of Office for the 2016/2017 OAMR offices of: Second Vice President, Treasurer, and Directors for Regions I, III, V, and VII.

Nicole Morris, CMC for Second Vice President
Kimberlyn Collins for Treasurer
Kathy Payne, CMC for Region I Director
Phyllis Bowman, MMC for Region III Director
Karen Spoonts, MMC for Region V Director
Nancy Parker, CMC for Region VII Director

RELATED POLICIES/BUDGET CONSIDERATIONS

One item to note – Kimberlyn Collins' eligibility was established by vote of the OAMR Board earlier this summer as she is a new member that did not meet the committee experience requirements. After extending the filing deadline, and marketing the position, no other applications were received from eligible members. The board therefore approved her eligibility and appreciates her willingness to serve as Treasurer.

MEMBERSHIP OPTIONS

Elections for the 2016/2017 OAMR offices of: Second Vice President, Treasurer, and Directors for Regions I, III, V, and VII.

CHAIR OR DIRECTOR'S RECOMMENDATION

Chair recommends nominations of candidates as presented by the committee.

SUGGESTED MOTION

The officers and directors shall be elected at the annual meeting by a ballot vote of the members present who are in good standing. If there are no nominations from the floor, the nominations will be declared closed and the recommended officers and directors will be elected to office. If there is a tie vote during the election of officers, the decision will be made by the toss of a coin.

ATTACHMENTS

Candidate packets.

DECLARATION OF CANDIDACY

This form must be submitted to the OAMR Nominating Committee to be considered for the election at the annual meeting in September. The Nominating Committee will recommend qualified candidates for election at the annual conference.

Eligibility: Only active members of the Association in good standing shall be eligible to hold office. Anyone running for a Board position must have actively participated on an OAMR committee for two years, within the past four years, prior to taking office.

Positions Open for the 2016-17 Year:

1. Second Vice President - The successful candidate has a four year commitment beginning with one year as Second Vice President, automatically succeeding to the office of First Vice President the following year, and succeeding to the office of President the third year. The fourth year is served as Immediate Past President and Ex Officio member of the OAMR Executive Board.

2. Treasurer - The successful candidate will serve one two-year term.

3. Region Directors - Directors are elected to serve one two-year term. The following regions will be filled in the 2016-17 year: Region I Director, Region III Director, Region V Director, and Region VII Director.

Name (as it should appear on Ballot) Nicole Morris

Title Deputy City Recorder

Employer City of Tualatin

Mailing Address 18880 SW Martinazzi Ave, Tualatin OR 97062

Position Applying for:

Second Vice President ___X___

Treasurer _____

Region Director (state Region #) _____

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
CANDIDATE'S STATEMENT FOR BOARD POSITION

Please submit a statement, including your reasons for filing for a board position. Include a recent photograph with your submission. This statement will appear in an OAMR newsletter publication and will also be published in the annual conference program.

In the statement, include the following items (minimum requirements): Number of years you have been a member of OAMR; whether you are currently participating in the professional development certification program (or whether you have completed it); list other professional organizations and/or activities in which you participate; list current and past OAMR committee and board activities (include dates); describe your leadership abilities and other expertise you would bring to the position; and state what you believe the objectives of OAMR should include.

Submit your Candidate's Statement (along with recent photograph), Declaration of Candidacy form, letter of support from your Mayor, City Manager, Administrator, District Manager or Supervisor, and proof of active committee participation on OAMR committees for two years, within the past four years to: Amber Ames, OAMR Nominating Committee Chair, City of Hillsboro, 150 E Main Street, Hillsboro OR 97123 or by e-mail to amber.ames@hillsboro-oregon.gov. Deadline for submittal is 5:00 p.m., February 19, 2016.

Name/Title Nicole Morris, Deputy City Recorder

Candidate for Position of Second Vice President

STATEMENT:

attached

Additional pages may be attached as needed.

2nd VP Candidate Statement

I am very excited to submit my candidacy for the 2nd Vice President position with OAMR. Since joining OAMR, I have found the membership of this organization to be a great source of knowledge and empowerment for me. The friendships I have made, and the experiences that I have had, as an OAMR member have inspired me to grow to new personal and professional heights, and I look forward to sharing that same inspiration with all new OAMR members through this leadership role. Further, I believe that my experience working in local government over the last seven years and experience working on OAMR committees over the last five years provide specific expertise that will serve the organization well.

I am running for this position with the support of the City Management Team at the City of Tualatin, and of my family. I was encouraged by a group of my OAMR peers to apply and declare my candidacy. I have been a member of OAMR and IIMC since 2010. I began my local government career in 2008 with the City of Yachats where I worked as a Utility Billing Technician. I then moved to the City of Newport in 2010 and served as the Executive Assistant to the City Manager. It was in my role there that I discovered OAMR and the professional development and mentoring it could offer me, and I began working on my CMC in 2011. I started my current position as Deputy City Recorder for the City of Tualatin in 2013. I received my CMC in 2013 and am currently working toward my MMC and look forward to achieving this goal by the end of 2016.

My past participation in OAMR committees has helped me to understand the organization and its structure as well as the needs of the members. I have served on the Annual Conference Committee and Education Committee from 2010 to present, the Mentoring Committee, the ad-hoc conference sitting committee, and served as the Membership Committee Chair in 2014. I brought forward initiatives to go green within OAMR and worked to reduce costs with all the committees I have participated on.

This position is a very important position to OAMR. The 2nd Vice President is the Chair of the Special Projects/Fundraising Committee which is responsible for raising funds for future scholarships. As a recipient of several scholarships I know how vital this role is for the organization. I look forward to carrying the torch and continuing to find innovative and creative ways to fundraise. I also look forward to partnering with experienced members of the committee to ensure our efforts are successful.

I have always been a driven individual who naturally gravitates toward leadership roles. I am able to motivate and find humor in all situations to get the best end result. I think it is important to be positive, friendly, and encouraging of all member ideas and opinions. As your 2nd Vice President, I know I can bring these qualities to the table and look forward to doing so if elected. I appreciate the opportunity to run for the position of 2nd Vice President, and to be a part of the excellent leadership team for OAMR!

City of Tualatin

www.tualatinoregon.gov

February 11, 2016

Amber Ames
OAMR Nominating Committee Chair
City of Hillsboro
150 E Main Street
Hillsboro, OR 97123

RE: OAMR 2nd VP Letter of Support

Dear Nominating Committee:

It has been my pleasure to work with Nicole Morris since 2013. Since working with Nicole, she has shown great interest in gaining knowledge to enhance her ability to serve the City of Tualatin in her position as Deputy City Recorder. As her City Manager, I was pleased that she expressed interest in participating on the executive board for the Oregon Association of Municipal Recorders, and I fully support her pursuit of the nomination as the 2nd Vice President of the organization. You can count on Nicole to bring energy, enthusiasm, leadership skills, and new ideas to the position.

I support her candidacy for the position of 2nd Vice President and will work to support her through the process.

Sincerely,

Sherilyn Lombos
City Manager



Oregon Association of Municipal Recorders

Certificate of Appreciation

Presented to

Nicole Morris

For efforts and contributions made by serving as Chair of the

OAMR Membership Committee

September 2013-September 2014

Norma A. Alley

Norma Alley, MMC – OAMR President

Oregon Association of Municipal Recorders

Certificate of Appreciation

Presented to

Nicole Morris, CMC

For efforts and contributions made while serving on the

OAMR Conference Committee

September 2014-September 2015

Amy Sowa

Amy Sowa, MMC – OAMR President



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
CANDIDATE'S STATEMENT FOR BOARD POSITION

Please submit a statement, including your reasons for filing for a board position. Include a recent photograph with your submission. This statement will appear in an OAMR newsletter publication and will also be published in the annual conference program.

In the statement, include the following items (minimum requirements): Number of years you have been a member of OAMR; whether you are currently participating in the professional development certification program (or whether you have completed it); list other professional organizations and/or activities in which you participate; list current and past OAMR committee and board activities (include dates); describe your leadership abilities and other expertise you would bring to the position; and state what you believe the objectives of OAMR should include.

Submit your Candidate's Statement (along with recent photograph), Declaration of Candidacy form, letter of support from your Mayor, City Manager, Administrator, District Manager or Supervisor, and proof of active committee participation on OAMR committees for two years, within the past four years to: Amber Ames, OAMR Nominating Committee Chair, City of Hillsboro, 150 E Main Street, Hillsboro OR 97123 or by e-mail to amber.ames@hillsboro-oregon.gov. Deadline for submittal is 5:00 p.m., February 19, 2016.

Name/Title Kimberlyn Collins

Candidate for Position of Treasurer

STATEMENT:

Attached

Additional pages may be attached as needed.

DECLARATION OF CANDIDACY

This form must be submitted to the OAMR Nominating Committee to be considered for the election at the annual meeting in September. The Nominating Committee will recommend qualified candidates for election at the annual conference.

Eligibility: Only active members of the Association in good standing shall be eligible to hold office. Anyone running for a Board position must have actively participated on an OAMR committee for two years, within the past four years, prior to taking office.

Positions Open for the 2016-17 Year:

1. Second Vice President - The successful candidate has a four year commitment beginning with one year as Second Vice President, automatically succeeding to the office of First Vice President the following year, and succeeding to the office of President the third year. The fourth year is served as Immediate Past President and Ex Officio member of the OAMR Executive Board.

2. Treasurer - The successful candidate will serve one two-year term.

3. Region Directors - Directors are elected to serve one two-year term. The following regions will be filled in the 2016-17 year: Region I Director, Region III Director, Region V Director, and Region VII Director.

Name (as it should appear on Ballot) Kimberlyn Collins

Title: City Recorder

Employer City of Jacksonville

Mailing Address PO Box 7 – Jacksonville, Or 97530

Position Applying for:

Second Vice President	_____
Treasurer	___X___
Region Director (state Region #)	_____

Candidate Statement for Treasurer

It is with great enthusiasm that I respectfully submit my application to serve on the Board of OAMR as Treasurer. OAMR has a long history of involvement with City Recorders, providing them with concepts of continued education, high quality service and professionalism. The level of respect I have gained for OAMR is beyond words. I can't express enough how valuable and accommodating OAMR has been to me in my short time as City Recorder for the City of Jacksonville.

I started working for the City of Jacksonville in November 2013 as the Court Clerk and Administrative Assistant. In September 2014 I was promoted to City Recorder. It was such a compliment to receive this promotion considering I had not worked in government prior to my employment. I have been with OAMR since about the time I became City Recorder. Last summer, I attend Professional Development I and II and this summer I will be attending PD III with the hopes of having my CMC by the end of 2016.

My interest in serving on the Board of OAMR stems from my desire in working with people and giving back to those who have given much to me. I have been in some sort of volunteer position off and on over the last 26 years and I find great joy in serving others. Through my experience serving with multiple non-profits organizations over the last 26 years I have gained insight and a deep understanding of the many challenges and opportunities that non-profits face. As someone who grass rooted a non-profit I believe I have an advantage for the position of Treasurer.

I have a traditional work ethic. This was something my parents instilled in me at a very young age. In the past, I have had co-workers who stated, "It's rare to see loyalty and dedication as yours." I believe that honesty and accountability are essential for this position and this is a big part of who I am. I have passion for the projects I work on especially when it is an organization I truly believe in like OAMR. I am a very driven person who likes to inspire others to be all they can be. Even though it may seem like I am all business I can't get through a day without plenty of laughter. It sure makes the job a lot more fun!!!

I am honored to apply for the Treasurer position and I appreciate the opportunity to submit my application. I believe I have a set of values, which has helped me succeed in whatever I do. I believe I can make a significant contribution to OAMR. I will serve the members with integrity, reliability, and enthusiasm.

Warm Regards,

Kimberlyn Collins

Kimberlyn Collins

Volunteer/Committee

1990-1993 PTA - Buckingham Elementary - Fundraising Committee

1994-1997 Shining Stars (Serving Families with Children with Disabilities)

- 1994-1995 Secretary
- 1995-1996 Treasurer
- 1996-1997 President

2000-2003 PTA - Philomath Elementary - Member

2004-2007 Christian Life Center - Benevolence Team

- 2004-2007 Worked with homeless community
- 2005-2007 Celebrate Recovery - Women Group Facilitator
- 2006-2008 Bookkeeper

2007-2008 Teen Challenge - Grass-rooted Central Oregon Center

- Executive Director
- Program Coordinator
- Intern Coordinator
- Phase 5 Program
- Outreach Coordinator
- Food Stamp Accounts

2008-2013 Teen Challenge - Employed with same responsibilities

CITY OF JACKSONVILLE

110 E. Main Street, P.O. Box 7
Jacksonville, OR 97530
(541) 899-1231 ext. 312
Fax (541) 899-7882
www.jacksonvilleor.us

April 18, 2016

Amber Ames
OAMR Nominating Committee Chair
City of Hillsboro
150 E Main Street
Hillsboro, OR 97123

Dear Nominating Committee,

I am writing to you with regards to Kimberlyn Collins interest in the Treasurer position with OAMR. Kimberlyn was hired in November of 2013 as Admin Assist/Court Clerk for the City of Jacksonville. Shortly after she advanced to City Recorder. Our decision to move her into that position has proved to be one of the best we have made.

The office of City Recorder was somewhat in a state of disarray when Mrs. Collins was asked to take over. Today, it is an efficient, smooth operating, and highly regarded office within the City of Jacksonville. This is due in very large part to Mrs. Collins dedication to work, insistence on accuracy, and her personal skills. Those skills include an ability to communicate with people from all environments and backgrounds, as well as an ability to learn and/or adapt to whatever changes may arise in her daily activities.

She is a joy to work with and often is a model for office morale. I support her decision and strong desire to take her commitment and skill to the next level. Please feel free to contact me if you should have any further questions.

Sincerely,

Paul Becker
Mayor

City of Jacksonville is an Equal Opportunity Provider



DECLARATION OF CANDIDACY

Name	Kathy Payne
Title	City Recorder
Employer	City of St. Helens
Mailing Address	PO Box 278 St. Helens, OR 97051
Position Applying For	Region I Director



CANDIDATE'S STATEMENT FOR BOARD POSITION

Name/Title Kathy Payne / City Recorder

Candidate for Position of Region I Director

STATEMENT:

It is with great honor that I submit my Declaration of Candidacy for Region I Director of Oregon Association of Municipal Recorders (OAMR). It is my intention to serve Region I to the best of my abilities.

I have been a public servant since I was 16 years old, working in Oregon and Washington at the state, county, local, and school district levels. I have truly enjoyed my career and have learned so much from my 31 years of experience.

I have been a member of OAMR for five years, joining in 2008 after my promotion to City Recorder at the City of St. Helens. I also joined the International Association of Municipal Clerks (IIMC) the same year. In 2009, I began taking Professional Development courses with the goal to become IIMC certified. I achieved Certified Municipal Clerk designation on November 9, 2011, a great professional and personal accomplishment. I am now working toward my Master Municipal Clerk designation.

OAMR has helped me become the person that I am today. I have learned so much from our members and from all of the valuable training sessions that are offered each year, whether it is at an academy or conference. I would not be as knowledgeable or as resourceful as I am today if it weren't for OAMR.

I have served on a number of OAMR committees, including the Internet Committee (2011/12 to present), Newsletter Committee (2009/10 to present, Chair beginning in 2013/14), Conference Committee (2010/11, 2011/12, 2013/14, 2014/15, 2015/16), and Special Projects/Fundraising Committee (2013/14). I have been privileged to attend many conferences and trainings offered by OAMR, with the support of my Council and City Administrator.

As Region I Director, I will lead our area by bringing members together and encouraging members to become more active with OAMR in whatever capacity they are able to. I will endeavor to bring awareness to all members in my Region of the scholarship and educational opportunities available to them. I will also encourage networking, not only within our Region but within all of OAMR and internationally through IIMC. My goals will be to inform, collaborate and help each member enjoy being a part of such a great organization. I think knowledge is key and sharing information is an important part of being a leader.

Since I have been a member, I believe that OAMR has done a fabulous job to meet their objectives which include encouraging members to participate in the organization, providing educational opportunities, informing members of pertinent information, endeavoring to increase participation in the IIMC certification programs, and fundraising moneys to continue a healthy scholarship program. I will work diligently to meet these objectives for my Region.

I am the proud mother of a 19 year old son, Noah, who graduated from high school with honors. I have been a single mom for almost all of his life, so, the majority of my time outside of work has been taking care of him, managing his activities and his schoolwork. Being a single mom has brought many challenges our way but I am happy to say that my son is a good kid and I am proud of the young man he has become. I couldn't ask for a better kid! We have two dogs, Jack and Bella, who bring us so much comfort and joy!

I am a very proud member of OAMR. With all of my experience and skills I have learned over the years, I will be the best Region 1 Director that I can be if you so choose to elect me to this position. Thank you all for your consideration.

City of St. Helens
P.O. Box 278, St. Helens, OR 97051
Phone: (503) 397-6272 Fax: (503) 397-4016
www.ci.st-helens.or.us

January 13, 2016

Amber Ames, OAMR Nominating Committee Chair
City of Hillsboro
150 E Main Street
Hillsboro OR 97123

Re: Letter of Support

Dear Ms. Ames and the Nominating Committee:

The City of St. Helens is pleased to offer our continued support to Kathy Payne for OAMR Region I Director. We understand that her term is for an additional two years beginning with the 2016/17 year (effectively 10/1/16 through 9/30/18).

We believe that Kathy will continue to be a great Director for OAMR and we support her participation in both OAMR and IIMC. Both are outstanding professional organizations and Kathy has discovered their value as a resource for her professional development.

Sincerely,

John Walsh
City Administrator

Randy Peterson
Mayor



Oregon Association of Municipal Recorders

Certificate of Appreciation

Presented to

Kathy Payne, CMC

For efforts and contributions made while serving on

OAMR Conference Planning Committee

September 2013-September 2014

Norma I. Alley

Norma Alley, MMC – OAMR President

Oregon Association of Municipal Recorders

Certificate of Appreciation

Presented to

Kathy Payne, CMC

For efforts and contributions made while serving on the

OAMR Special Projects/Fundraising Committee

September 2013-September 2014

Norma I. Alley

Norma Alley, MMC – OAMR President



Oregon Association of Municipal Recorders

Certificate of Appreciation

Presented to

Kathy Payne, CMC

For efforts and contributions made while serving on

OAMR Internet Committee

September 2013-September 2014

Norma I. Alley

Norma Alley, MMC – OAMR President



Oregon Association of Municipal Recorders

Certificate of Appreciation

Presented to

Kathy Payne, CMC

For efforts and contributions made by serving as Chair of the

OAMR Newsletter Committee

September 2013-September 2014

Norma Alley, MMC – OAMR President

Oregon Association of Municipal Recorders

Certificate of Appreciation

Presented to

Kathy Payne, CMC

For efforts and contributions made while serving as Chair of the

OAMR Newsletter Committee

September 2014-September 2015

Amy Sowa

Amy Sowa, MMC – OAMR President

Oregon Association of Municipal Recorders

Certificate of Appreciation

Presented to

Kathy Payne, CMC

For efforts and contributions made while serving on the

OAMR Conference Committee

September 2014-September 2015

Amy Sowa

Amy Sowa, MMC – OAMR President

Oregon Association of Municipal Recorders

Certificate of Appreciation

Presented to

Kathy Payne, CMC

For efforts and contributions made while serving on the

OAMR Internet Committee

September 2014-September 2015

Amy Sowa

Amy Sowa, MMC – OAMR President

DECLARATION OF CANDIDACY

This form must be submitted to the OAMR Nominating Committee to be considered for the election at the annual meeting in September. The Nominating Committee will recommend qualified candidates for election at the annual conference.

Eligibility: Only active members of the Association in good standing shall be eligible to hold office. Anyone running for a Board position must have actively participated on an OAMR committee for two years, within the past four years, prior to taking office.

Positions Open for the 2016-17 Year:

1. Second Vice President - The successful candidate has a four year commitment beginning with one year as Second Vice President, automatically succeeding to the office of First Vice President the following year, and succeeding to the office of President the third year. The fourth year is served as Immediate Past President and Ex Officio member of the OAMR Executive Board.

2. Treasurer - The successful candidate will serve one two-year term.

3. Region Directors - Directors are elected to serve one two-year term. The following regions will be filled in the 2016-17 year: Region I Director, Region III Director, Region V Director, and Region VII Director.

Name (as it should appear on Ballot) Phyllis Bolman, MMC

Title City Recorder

Employer City of Monmouth

Mailing Address 151 Main St. W, Monmouth, OR 97361

Position Applying for: Second Vice President _____
Treasurer _____
Region Director (state Region #) ____III_____

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
CANDIDATE'S STATEMENT FOR BOARD POSITION

Please submit a statement, including your reasons for filing for a board position. Include a recent photograph with your submission. This statement will appear in an OAMR newsletter publication and will also be published in the annual conference program.

In the statement, include the following items (minimum requirements): Number of years you have been a member of OAMR; whether you are currently participating in the professional development certification program (or whether you have completed it); list other professional organizations and/or activities in which you participate; list current and past OAMR committee and board activities (include dates); describe your leadership abilities and other expertise you would bring to the position; and state what you believe the objectives of OAMR should include.

Submit your Candidate's Statement (along with recent photograph), Declaration of Candidacy form, letter of support from your Mayor, City Manager, Administrator, District Manager or Supervisor, and proof of active committee participation on OAMR committees for two years, within the past four years to: Amber Ames, OAMR Nominating Committee Chair, City of Hillsboro, 150 E Main Street, Hillsboro OR 97123 or by e-mail to amber.ames@hillsboro-oregon.gov. Deadline for submittal is 5:00 p.m., February 19, 2016.

Name/Title_Phyllis Bolman, MMC, City Recorder

Candidate for Position of Region III

STATEMENT: See attached.

Additional pages may be attached as needed.

I have been a member of OAMR for almost ten years. I have achieved my MMC. My current volunteer positions include the Vendor Coordinator for our city's July 4th Festival, Chair of the 2017 Eclipse Committee, Chair of the City's Wellness Committee and soon to be chair of the Safety Committee..

My committee activities with OAMR include: Special Projects Committee, 2008-2009, Newsletter Committee, 2008-2016, Mentoring Committee, 2009-2016, Conference Committee, 2009-2010, 2014-2015 and Special Projects/Fundraising Committee, 2012-2014.

I have served as the Region III director for the past three years. Region directors are part of the OAMR Board. I take very seriously my participation on the Board as our decisions effect all of the members.

I have had several leadership roles during high school and since including President of the Monmouth Business Association and Bible study leader. I have also taken the time to learn to be a better follower. I would bring expertise at organizing events and functions and encouraging people. I love mentoring new members and feel that it is a very important part of OAMR, along with the educational opportunities. I believe it is very important to help our members feel like they are a part of the organization.

It would be an honor to continue to serve the members of OMAR as Region III director.

151 Main Street West
Monmouth, Oregon 97361
(503) 838-0722
FAX (503) 838-0725
www.ci.monmouth.or.us

Established 1856

CITY OF MONMOUTH

Promoting pride, progress, and friendly hometown values

February 17, 2016

Amber Ames
amber.ames@hillsboro-oregon.gov

The purpose of this letter is to offer my support of Phyllis Bolman running for the position of Region III Director.

Ms. Bolman is continuing to do an excellent job for the City and has gained valuable and useful knowledge from the Oregon Association of Municipal Recorders. She has a strong desire to better herself and her service to the organization.

Sincerely,

Scott D. McClure
City Manager



Oregon Association of Municipal Recorders

Certificate of Appreciation

Presented to

Region III Director, Phyllis Bolman, CMC

For efforts and contributions made while serving on the

OAMR Board

September 2013-September 2014

Norma I. Alley

Norma I. Alley, MMC - OAMR President

Oregon Association of Municipal Recorders

Certificate of Appreciation

Presented to

Region III Director, Phyllis Bolman, MMC

For efforts and contributions made while serving on

OAMR Executive Board

September 2014~September 2015

Amy Sowa

Amy Sowa, MMC – OAMR President

Oregon Association of Municipal Recorders

Certificate of Appreciation

Presented to

Phyllis Bolman, MMC

For efforts and contributions made while serving on the

OAMR Newsletter Committee

September 2014-September 2015

Amy Sowa

Amy Sowa, MMC – OAMR President

Oregon Association of Municipal Recorders

Certificate of Appreciation

Presented to

Phyllis Bolman, MMC

For efforts and contributions made while serving on the

OAMR Conference Committee

September 2014-September 2015

Amy Sowa

Amy Sowa, MMC – OAMR President

Oregon Association of Municipal Recorders

Certificate of Appreciation

Presented to

Phyllis Bolman, MMC

For efforts and contributions made while serving on the

OAMR Mentoring Committee

September 2014-September 2015

Amy Sowa

Amy Sowa, MMC – OAMR President



Oregon Association of Municipal Recorders

Certificate of Appreciation

Presented to

Phyllis Bolman, CMC

For efforts and contributions made while serving on the

OAMR Special Projects/Fundraising Committee

September 2013-September 2014

Norma L. Alley

Norma Alley, MMC – OAMR President



Oregon Association of Municipal Recorders

Certificate of Appreciation

Presented to

Phyllis Bolman, CMC

For efforts and contributions made while serving on

OAMR Mentoring Committee

September 2013-September 2014

Norma I. Alley

Norma Alley, MMC – OAMR President



Oregon Association of Municipal Recorders

Certificate of Appreciation

Presented to

Phyllis Bolman, CMC

For efforts and contributions made while serving on

OAMR Newsletter Committee

September 2013-September 2014

Norma Alley, MMC – OAMR President



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Name (as it should appear on Ballot) Karen M. Spoonts, MMC

Title City Recorder

Employer City of Medford

Mailing Address 411 W. 8th Street, Medford OR 97501

Position Applying for:
Second Vice President _____
Treasurer _____
Region Director (state Region #) ✓

OREGON ASSOCIATION OF MUNICIPAL RECORDERS
CANDIDATE'S STATEMENT FOR BOARD POSITION

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Name/Title Karen M. Spoonts, MMC City Recorder

Candidate for Position of Region V

STATEMENT:

Additional pages may be attached as needed.

Candidate Statement for Region V Director
Karen M. Spoonts

My name is Karen Spoonts, MMC, City Recorder for the City of Medford. I have been asked to run as Region V Director for many years but finally....the time is right. The City of Medford has not had a recorder fill this position for over ten plus years and the City and I couldn't be happier to declare that I have announced my candidacy for this position.

I will be celebrating 20 years with the City this spring. I have been with OAMR since 2001 and a member of IIMC since 2002. I achieved my CMC in 2005 and my MMC in 2010.

I have served on various committees since 2002, such as the Conference, Nominating (where I also served as Chair), Professional Growth & Development, Mentoring & Leadership Development, Legislative, By-Laws, Internet, Retired Clerks, Records Management and the Scholarship Committee. I have also served on the IIMC Conference Committee in 2006-07. On my own I have mentored many clerks in our area and have enjoyed the friendship and satisfaction of helping others grow in their position.

Last year I was involved in Chamber Leadership and served as the Chair of the Fundraising Committee for a Natural Playground for Hawthorne Park. This was an exciting time to be involved in this group, as we exceeded all expectations of what a Chamber Leadership project entails. We stretched our imaginations and talents, creating a unique opportunity for children while helping to revitalize a much needed park which sits in the center of our city.

Having served in the Recorder's Office for 17 years I know that I can bring experience, knowledge, and leadership skills to serve in this capacity. I have been asked to state what I believe the objectives of OAMR should include. Have you read the current objectives? OAMR is to enhance the quality of our office and to encourage dedication to our profession, by providing education experience of the highest quality as well as promote the professionalism of the office of municipal recorder. I couldn't agree more. OAMR is a great place to learn how to do our job well and to the best of our ability. OAMR provides education opportunities and encourages everyone to grow in this profession. Being involved in OAMR is a win-win situation.

I would be honored to serve as OAMR Region V Director.

OFFICE OF
THE CITY MANAGER
E-mail: citymanager@cityofmedford.org

CITY OF MEDFORD
411 WEST 8TH STREET
MEDFORD, OREGON 97501

TELEPHONE (541) 774-2000
FAX: (541) 618-1700
www.ci.medford.or.us

RECEIVED
FEB 08 2016
CITY MANAGER'S OFFICE

January 28, 2016

Amber Ames, Chair
OAMR Nominating Committee
City of Hillsboro
150 E. Main Street
Hillsboro, OR 97123

Dear Ms. Ames:

It is with great pleasure we submit this letter of support for Karen Spoonts' candidacy for Region V Director. Karen has been with the City of Medford for almost 20 years. She served as the Deputy City Recorder from 1999 until her promotion to City Recorder in 2015.

The initiative Karen took to achieve her CMC and MMC is commendable. When the time came to appoint a new City Recorder, it was an easy choice to promote Karen. The transition was seamless. Karen has made improvements to our processes, which have been well received by staff and Council. She is always willing to share her knowledge with the Council, City staff, and the public.

Karen has been an integral part of spearheading records retention throughout the City. She individually trained each department liaison in records retention and oversees the implementation of City-wide records scanning.

Karen completed the Chamber of Commerce Leadership Program in 2015, serving as Chair of the Fundraising Committee. Their monetary goal was one of the highest ever for the program and with Karen's leadership and guidance, they met their goal and completed the natural playground at the newly renovated Hawthorne Park.

We highly recommend Karen Spoonts as the OAMR Region V Director and thank you for considering Karen for this position. She will serve you well.

Sincerely,

Gary H. Wheeler
Mayor

John W. Hoke
City Manager Pro Tem

Lynette O'Neal
Executive Office Manager

KAREN M. SPOONTS

PROFESSIONAL EXPERIENCE - CITY OF MEDFORD

Member of the Oregon Association of Municipal Recorder since 2001
Member of the International Institute of Municipal Clerks since 2002

Achieved Master Municipal Clerk (MMC) with the International Institute of Municipal Clerks on July 13, 2010
Achieved Certified Municipal Clerk (CMC) with the International Institute of Municipal Clerks in 2005

Oregon Association of Municipal Recorders (OAMR) Committee Involvement

2002-2003	OAMR Conference Committee	Member
	OAMR Nominating Committee	Member
2003-2004	OAMR Conference Committee	Member
	OAMR Nominating Committee	Member
2004-2005	OAMR Conference Committee	Member
	OAMR Professional Growth & Development Committee	Member
	OAMR Mentoring & Leadership Development Committee	Member
2005-2006	OAMR Conference Committee	Member
	OAMR Nominating Committee	Member
	OAMR Special Projects/Fundraising Committee	Member
2006-2007	OAMR Conference Committee	Member
	OAMR Nominating Committee	Chair
	OAMR Professional Growth & Development Committee	Member
	IIMC Conference Committee	Member
2007-2008	OAMR Conference Committee	Member
	OAMR Nominating Committee	Chair
	OAMR Legislative Committee	Member
	OAMR Mentoring & Leadership Development Committee	Member
2008-2009	OAMR Conference Committee	Member
	OAMR Legislative Committee	Member
	OAMR Retired Clerks Committee	Member
2009-2010	OAMR By-Laws Committee	Member
	OAMR Conference Committee	Member
	OAMR Internet Committee	Member
	OAMR Retired Clerks Committee	Member
	OAMR Special Projects/Fundraising Committee	Member

2010-2011	OAMR Retired Clerks Committee	Member
2011-2012	OAMR Retired Clerks Committee	Member
	Records Management	Member
2012-13	Records Management	Member
	Retired Clerks Committee	Member
	Scholarship Committee	Member
	Conference Planning Committee	Member
2013-14	Conference Committee	Member
	Records Management	Member
	Retired Clerks Committee	Member
2014-15	Retired Clerks Committee	Member
2015-16	Conference Committee	Member
	Retired Clerks Committee	Member

OAMR Education

2003	Northwest Municipal Clerks and Treasurers Institute
2004	Northwest Clerks Institute, Professional Development II
2005	Northwest Clerks Institute, Professional Development III
2009	Northwest Clerks Institute, Master Academy
2010	Northwest Clerks Institute, Master Academy

OAMR Scholarships

2003	Northwest Municipal Clerks and Treasurers Institute
2004	Northwest Clerks Institute, Professional Development II
2005	Northwest Clerks Institute, Professional Development III
2006	2006 OAMR Kathy Ishiara Memorial Scholarship
2008	Northwest Clerks Institute (could not attend, death of father)
2008	OAMR Annual Academy & Conference
2009	Professional Development Seminar IV (Master Academy)
2010	Professional Development Seminar IV (Master Academy)

Awards/Special Achievements

Thru 2008	Notary Public
Thru 2012	Notary Public

IIMC/OAMR Conferences

4/5/02	OAMR Mid-Year Academy Session – Canyonville, OR
9/17/03	OAMR Annual Academy Session – Newport, OR
9/2003	OAMR Annual Conference – Newport, OR
4/5/05	OAMR Mid-Year Academy Session – Grants Pass, OR
9/21/05	OAMR Annual Academy Session – Newport, OR
9/2005	OAMR Annual Conference – Newport, OR
6/2006	IIMC Conference – Anaheim, CA
9/20/06	OAMR Annual Academy Session – Portland, OR
9/2006	OAMR Annual Conference – Portland, OR

4/2007	IIMC Conference – New Orleans, Louisiana
9/19/07	OAMR Annual Academy Session – The Dalles, OR
9/2007	OAMR Annual Conference – The Dalles, OR
4/4/08	OAMR Mid-Year Academy Session – Klamath Falls, OR
9/17/08	OAMR Annual Academy Session – Klamath Falls, OR
9/19/08	OAMR Annual Conference – Klamath Falls, OR
9/16/09	OAMR Annual Academy Session – Eugene, OR
9/17/09	OAMR Annual Conference – Eugene, OR
5/2012	IIMC Conference – Portland, OR
9/2013	OAMR Annual Conference – Bend, OR
9/2015	OAMR Annual Conference – Seaside, OR

Related Educational Training

5/16/88	Word Processing I on the SMART Software System – Medford, OR
6/28/96	How to use the Internet: Hands-On – Medford, OR
12/4/96	Introduction to Lotus 1-2-3 – Medford, OR
12/5/96	Introduction to Lotus 1-2-3 v5.0 – Medford, OR
1/28/96	Introduction to Microsoft Access – Medford, OR
1/23/97	Intermediate WordPerfect for Windows – Medford, OR
2/25/97	Introduction to WordPerfect for Windows – Medford, OR
5/6/97	Intermediate Lotus 1-2-3 Release 5 – Medford, OR
1/4/98	Windows NT 4.0 Transition – Medford, OR
11/4/99	Customer Service in an Anti-Government Age – Medford, OR
3/1/00	Beginning Level Microsoft Word 2000 – Medford, OR
6/23/00	Beginning Level GroupWise 5 – Medford, OR
7/14/00	Intermediate Level GroupWise 5 – Medford, OR
12/20/01	Conflict Management Skills for Women Seminar – Medford, OR
1/30&31/02	Election Training – Medford, OR
10/7/02	Handling People with Diplomacy and Tact – Medford, OR
2/23/04	Election Training – Roseburg, OR
3/16/04	How to Become a Better Communicator – Medford, OR
3/23/04	Getting the Most from Microsoft Excel – Medford, OR
3/14/07	Basics of Archives Workshop – Medford, OR
6/2/08	Ethics for Local Government: Building Ethical Habits
12/3/10	Identity Theft – Medford, OR
10/31/11	Developing Your Emotional Intelligence
10/21/11	Oregon Notary Public – Medford, OR

Emergency Management Training

1/10/2008	ICS-100
1/16/2008	IS-700
4/2/2008	ICS-200
10/28/2008	IS-800
3/11/2011	IS-701
4/4/2011	IS-703
5/10/1022	IS-704
5/17/2011	IS-706
6/12/2011	ICS-300
6/12/2011	ICS-400
2/2/2016	IS-00547A

2/3&4/2016 E/L 548

Intergovernmental Preparedness for Essential Records (IPER) Training
3/8/2012 Essential Records Webinar
3/15/2012 Records Emergency Planning and Response Webinar

Other Accomplishments
2007-2012 Wellness Committee
2006 United Way In-House Chair & Loaned Executive
Fall 2006 Neighborhood Leadership Academy – Medford, OR
2007 United Way In-House Chair & Loaned Executive
2010 Alba Committee
2015-15 Leadership Medford/Jackson County



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3. Region Directors - Directors are elected to serve one two-year term. The following regions will be filled in the 2016-17 year: Region I Director, Region III Director, Region V Director, and Region VII Director.

Name (as it should appear on Ballot)

Title: Nancy Parker

Employer: City of Athena

Mailing Address: PO Box 686 Athena OR 97813

Position Applying for: Second Vice President _____
Treasurer _____
Region Director (state Region #) _VII_____

February 4, 2016

OAMR Region VII Statement for Candidate
Nancy Parker,
City Recorder
City of Athena

I am pleased to submit my candidacy for Region VII Director. I have served as the Region Director the last two years, and would love to continue promoting the region and the work we have begun.

I have been an OAMR member for five years, attended Professional Development I, II, and am scheduled for PD III and PD IV in June 2016. I will receive my CMC shortly thereafter. I have enjoyed serving on the following committees: Special Projects/Fundraising - 2012/13; Membership - 2012/13; Scholarship - 2013/14, 2014/15 & 2015/16; Education - 2012/13, 2013/14, 2014/15 & 2015/16; Conference – 2013/14, 2014/15; Mentoring – 2013/14, 2014/15, 2015-16, chairing last year and this year. I have also attended and presented at OAMR workshops.

I have been honored to serve in various leadership capacities in every job I have held, as well as church, civic, and community organizations, including: Athena Chamber of Commerce, Beta Sigma Phi (both local and city wide chapters), Athena Weston Livestock Supporters and the local PTA. I am the Treasurer for Sunset Housing, which built 14 much needed apartments for senior citizens living in Athena. I was also a founding member and officer for ALFA – Athena Library Friends Association, which built a new library in Athena debt free.

I strongly believe in OAMR and the educational opportunities it provides, but more importantly the support and camaraderie of its members. We are a diverse group working together to promote the role of municipal clerk.

If elected I look forward to promoting our organization and the many benefits it has to offers its members.

Nancy Parker

February 18, 2016
To whom it may concern:

It is with great pleasure and pride that I recommend Nancy Parker for a position on the Board of Directors for the Oregon Association of Municipal Recorders. Nancy is a very organized and detail oriented person. In my opinion, Nancy would be a true asset to your organization. She comes with a very diverse background that would serve OAMR extremely well.

I know you need a letter of recommendation from the mayor of her town, and was thrilled to be able to do so. I can't even begin to tell you how easy my job as mayor has been. There is only one reason my job is as easy as it has been, and that reason is Nancy Parker.

I have no doubt that Nancy will make an excellent board member for OAMR. I could talk about many of her finer points, but none are more outstanding than her attention to detail. This attention to detail has served our community very well. I know for a fact that this would serve you just as well. Please accept my endorsement of Nancy Parker for the Board of Directors of the Oregon Association of Municipal Recorders.

Sincerely,

John Shafer, Mayor

City of Athena + 302 E Currant + PO Box 686 + Athena, OR 97813
+ Tel: (541) 566-3862 + Fax: (541)566-2781
email: cityhall@cityofathena.com

This institution is an equal opportunity provider and employer.



Oregon Association of Municipal Recorders

Certificate of Appreciation

Presented to

Nancy Parker

For efforts and contributions made while serving on

OAMR Education Committee

September 2013-September 2014

Norma Alley, MMC – OAMR President



Oregon Association of Municipal Recorders

Certificate of Appreciation

Presented to

Nancy Parker

For efforts and contributions made while serving on the

OAMR Scholarship Committee

September 2013-September 2014

Norma Alley, MMC – OAMR President

Oregon Association of Municipal Recorders

Certificate of Appreciation

Presented to

Nancy Parker

For efforts and contributions made while serving as Chair of the

OAMR Mentoring Committee

September 2014-September 2015

Amy Sowa

Amy Sowa, MMC – OAMR President

Oregon Association of Municipal Recorders

Certificate of Appreciation

Presented to

Nancy Parker

For efforts and contributions made while serving on the

OAMR Conference Committee

September 2014-September 2015

Amy Sowa

Amy Sowa, MMC – OAMR President

Oregon Association of Municipal Recorders

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Nancy Parker

For efforts and contributions made while serving on the

OAMR Scholarship Committee

September 2014-September 2015

Amy Sowa

Amy Sowa, MMC – OAMR President



OAMR BOARD REPORT

Meeting Date: August 25, 2016
Source of Item: OAMR Treasurer

Contact: Nancy Batchelder, CMC
Contact Telephone Number: 541-547-3565
Contact E-Mail: nancy@mailyachatsoregon.org

There was $63,209.17 in Cash Carried Forward to begin the 2015-2016 Fiscal Year.

The Association made $3,548.72 on the Mid-year Academy Session.

It is not possible to report on the Annual Academy or Conference at this time because not all of the income and expenses are known. However, the revenue from Exhibitors and Sponsors has exceeded the anticipated amount.

Revenue from Interest, Membership Dues and Miscellaneous source have all exceeded the budgeted amount.

Using the Square to collect payments for store sales and other fundraising purchases and PayPal for conference registrations have been working without costing OAMR since the fees that OAMR has to pay have been covered by the fees charged those who use the cards.

ATTACHMENTS

A: Budget vs Actual Report – August 24, 2016
B: Profit and Loss Report – August 25, 2016
C: Balance Sheet – August 25, 2016

Oregon Association of Municipal Recorders
Profit & Loss Budget vs. Actual
November 2015 through October 2016

	Nov '15 - Oct 16	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Academy/Education Session				
Annual Academy	6,750.00	9,000.00	-2,250.00	75.0%
Athenian Leadership Dialogue	425.00	1,000.00	-575.00	42.5%
Mid-Year	8,580.00	8,250.00	330.00	104.0%
On-the Road Workshops	0.00	1,000.00	-1,000.00	0.0%
Total Academy/Education Session	15,755.00	19,250.00	-3,495.00	81.8%
Annual Conference Revenue				
Exhibiters	3,200.00	3,000.00	200.00	106.7%
Registration	16,311.00	27,000.00	-10,689.00	60.4%
Sponsors	5,000.00	5,000.00	0.00	100.0%
Total Annual Conference Revenue	24,511.00	35,000.00	-10,489.00	70.0%
Cash Carried Forward	0.00	41,327.00	-41,327.00	0.0%
Education/Scholarships				
Auction	0.00	3,500.00	-3,500.00	0.0%
Donations General	1,121.80	1,300.00	-178.20	86.3%
Kathy Ishiara Education Fund	545.00	1,000.00	-455.00	54.5%
Other Fundraising	0.00	3,000.00	-3,000.00	0.0%
Raffle	726.00	5,000.00	-4,274.00	14.5%
Special Scholarship	0.00	3,750.00	-3,750.00	0.0%
Store Sales	325.00	1,250.00	-925.00	26.0%
Education/Scholarships - Other	6.00			
Total Education/Scholarships	2,723.80	18,800.00	-16,076.20	14.5%
Interest Income	205.72	150.00	55.72	137.1%
Membership Dues	10,410.00	10,000.00	410.00	104.1%
Miscellaneous	556.75	350.00	206.75	159.1%
Newsletter Advertising	925.00	1,000.00	-75.00	92.5%
Total Income	55,087.27	125,877.00	-70,789.73	43.8%
Expense				
Academy/Education Sessions				
Athenian Leadership	0.00	1,000.00	-1,000.00	0.0%
Conference Academy	1,075.00	7,000.00	-5,925.00	15.4%
Mid-Year Academy	5,031.28	7,000.00	-1,968.72	71.9%
On-the Road Workshops	0.00	1,000.00	-1,000.00	0.0%
Total Academy/Education Sessions	6,106.28	16,000.00	-9,893.72	38.2%

Oregon Association of Municipal Recorders
Profit & Loss Budget vs. Actual
November 2015 through October 2016

	Nov '15 - Oct 16	Budget	$ Over Budget	% of Budget
Annual Conference Expenses				
Awards	0.00	250.00	-250.00	0.0%
Banquet Expenses	235.00	600.00	-365.00	39.2%
Conference Chair Expense	0.00	500.00	-500.00	0.0%
Food & Beverage/Site fees	0.00	16,000.00	-16,000.00	0.0%
Freebies/Conference Bags	0.00	1,000.00	-1,000.00	0.0%
Future Conference Site Deposits	1,500.00	1,500.00	0.00	100.0%
Hospitality	300.00	4,130.00	-3,830.00	7.3%
Miscellaneous Conference Exp	0.00	200.00	-200.00	0.0%
Postage-Conference	0.00	100.00	-100.00	0.0%
Pres. Reception/Special Event	150.00	1,000.00	-850.00	15.0%
Print-Conference	0.00	700.00	-700.00	0.0%
Speaker Expenses	0.00	2,000.00	-2,000.00	0.0%
Total Annual Conference Expenses	2,185.00	27,980.00	-25,795.00	7.8%
Contingency	0.00	23,392.00	-23,392.00	0.0%
Fundraising Expenses				
Raffle Expenses				
Postage & Supplies	0.00	150.00	-150.00	0.0%
Printing	0.00	250.00	-250.00	0.0%
Prize Expenses-Trip or Gift Car	0.00	1,750.00	-1,750.00	0.0%
Total Raffle Expenses	0.00	2,150.00	-2,150.00	0.0%
Store Merchandise	1,433.09	2,000.00	-566.91	71.7%
Total Fundraising Expenses	1,433.09	4,150.00	-2,716.91	34.5%
Internet/Web Page	72.00	100.00	-28.00	72.0%
MCEF Annual Donation	500.00	600.00	-100.00	83.3%
Membership Expenses				
Supplies-Memberships	107.00	150.00	-43.00	71.3%
Total Membership Expenses	107.00	150.00	-43.00	71.3%
Micellaneous				
Square and PayPal Fees	228.38			
Micellaneous - Other	474.24	2,000.00	-1,525.76	23.7%
Total Micellaneous	702.62	2,000.00	-1,297.38	35.1%
Newsletter				
Postage-Newsletter	32.77	100.00	-67.23	32.8%
Printing-Newsletters	20.75	100.00	-79.25	20.8%
Supplies-Newsletters	5.00	50.00	-45.00	10.0%
Total Newsletter	58.52	250.00	-191.48	23.4%
NW Clerks Institute Director	545.07	4,000.00	-3,454.93	13.6%
OAMR Ambassadors	0.00	500.00	-500.00	0.0%

Oregon Association of Municipal Recorders
Profit & Loss Budget vs. Actual
November 2015 through October 2016

	Nov '15 - Oct 16	Budget	$ Over Budget	% of Budget
Officer Supplies				
Misc/Equipment-Officers	110.03	500.00	-389.97	22.0%
Postage-Officers	0.00	50.00	-50.00	0.0%
Supplies-Officers	0.00	100.00	-100.00	0.0%
Total Officer Supplies	110.03	650.00	-539.97	16.9%
Officers Expenses				
1st Vice Pres-IIMC Confrence	1,559.41	1,700.00	-140.59	91.7%
2nd Vice Pres Conf. Site Tours	0.00	400.00	-400.00	0.0%
Director Region IX	0.00	3,230.00	-3,230.00	0.0%
OAMR Region Directors	0.00	150.00	-150.00	0.0%
President's Expenses				
IIMC Conference-President	1,317.33	2,450.00	-1,132.67	53.8%
OAMR Representation-President	464.58	1,000.00	-535.42	46.5%
Region IX Conference-President	2,887.57	3,475.00	-587.43	83.1%
Total President's Expenses	4,669.48	6,925.00	-2,255.52	67.4%
Total Officers Expenses	6,228.89	12,405.00	-6,176.11	50.2%
Photography/Historian	0.00	850.00	-850.00	0.0%
Scholarships				
IIMC Certification Programs	14,675.00	14,675.00	0.00	100.0%
Kathy Ishiara Scholarship	1,000.00	1,000.00	0.00	100.0%
Marge Price Scholarship	0.00	1,000.00	-1,000.00	0.0%
Mid-Year Academy Scholarship	1,200.00	1,325.00	-125.00	90.6%
OAMR Conference/Academy Session	5,250.00	10,500.00	-5,250.00	50.0%
President Awards Scholarship	0.00	600.00	-600.00	0.0%
Special Scholarship	1,125.00	1,250.00	-125.00	90.0%
Special Scholarship Reserve	0.00	2,500.00	-2,500.00	0.0%
Total Scholarships	23,250.00	32,850.00	-9,600.00	70.8%
Total Expense	41,298.50	125,877.00	-84,578.50	32.8%
Net Ordinary Income	13,788.77	0.00	13,788.77	100.0%
Net Income	**13,788.77**	**0.00**	**13,788.77**	**100.0%**

Oregon Association of Municipal Recorders
Profit & Loss
November 2015 through October 2016

	Nov '15 - Oct 16
Ordinary Income/Expense	
Income	
Academy/Education Session	
Annual Academy	6,750.00
Athenian Leadership Dialogue	425.00
Mid-Year	8,580.00
Total Academy/Education Session	15,755.00
Annual Conference Revenue	
Exhibiters	3,200.00
Registration	16,311.00
Sponsors	5,000.00
Total Annual Conference Revenue	24,511.00
Education/Scholarships	
Donations General	1,121.80
Kathy Ishiara Education Fund	545.00
Raffle	726.00
Store Sales	325.00
Education/Scholarships - Other	6.00
Total Education/Scholarships	2,723.80
Interest Income	205.72
Membership Dues	10,410.00
Miscellaneous	556.75
Newsletter Advertising	925.00
Total Income	55,087.27
Expense	
Academy/Education Sessions	
Conference Academy	1,075.00
Mid-Year Academy	5,031.28
Total Academy/Education Sessions	6,106.28
Annual Conference Expenses	
Banquet Expenses	235.00
Future Conference Site Deposits	1,500.00
Hospitality	300.00
Pres. Reception/Special Event	150.00
Total Annual Conference Expenses	2,185.00
Fundraising Expenses	
Store Merchandise	1,433.09
Total Fundraising Expenses	1,433.09
Internet/Web Page	72.00
MCEF Annual Donation	500.00
Membership Expenses	
Supplies-Memberships	107.00
Total Membership Expenses	107.00
Micellaneous	
Square and PayPal Fees	228.38
Micellaneous - Other	474.24
Total Micellaneous	702.62
Newsletter	
Postage-Newsletter	32.77
Printing-Newsletters	20.75
Supplies-Newsletters	5.00
Total Newsletter	58.52
NW Clerks Institute Director	545.07

Oregon Association of Municipal Recorders
Profit & Loss
November 2015 through October 2016

	Nov '15 - Oct 16
Officer Supplies	
Misc/Equipment-Officers	110.03
Total Officer Supplies	110.03
Officers Expenses	
1st Vice Pres-IIMC Confrence	1,559.41
President's Expenses	
IIMC Conference-President	1,317.33
OAMR Representation-President	464.58
Region IX Conference-President	2,887.57
Total President's Expenses	4,669.48
Total Officers Expenses	6,228.89
Scholarships	
IIMC Certification Programs	14,675.00
Kathy Ishiara Scholarship	1,000.00
Mid-Year Academy Scholarship	1,200.00
OAMR Conference/Academy Session	5,250.00
Special Scholarship	1,125.00
Total Scholarships	23,250.00
Total Expense	41,298.50
Net Ordinary Income	13,788.77
Net Income	**13,788.77**

Oregon Association of Municipal Recorders
Balance Sheet
As of October 31, 2016

	Oct 31, 16
ASSETS	
Current Assets	
Checking/Savings	
Bank of the West	25,111.54
LGIP	51,747.65
Total Checking/Savings	76,859.19
Accounts Receivable	
Accounts Receivable	113.75
Total Accounts Receivable	113.75
Other Current Assets	
Undeposited Funds	25.00
Total Other Current Assets	25.00
Total Current Assets	76,997.94
TOTAL ASSETS	**76,997.94**
LIABILITIES & EQUITY	
Equity	
Retained Earnings	63,209.17
Net Income	13,788.77
Total Equity	76,997.94
TOTAL LIABILITIES & EQUITY	**76,997.94**

OAMR BUSINESS MEETING REPORT

RESOLUTION NO. 2016-02
A RESOLUTION AUTHORIZING SIGNATURES FOR BANKING SERVICES
ON BEHALF OF THE OREGON ASSOCIATION OF MUNICIPAL RECORDERS

Meeting Date: September 23, 2016
Source of Item: Secretary

Contact: Trudy J. Borrevik, CMC, City of Cottage Grove
Contact Telephone Number: 541.942.5501
Contact E-Mail: cityrecorder@cottagegrove.org

ISSUE STATEMENT

Adopt Resolution No. 2016-02, a Resolution Authorizing Signatures for Banking Services on behalf of the Oregon Association of Municipal Recorders.

BACKGROUND

Resolution No. 2016-02, a Resolution authorizing 2016-2017 OAMR President Dale Shafer, OAMR Treasurer Kimberlyn Collins, or in their absence, 2016-2017 OAMR First Vice President Debbie Hamilton to sign on behalf of OAMR orders for payment or withdrawal of money.

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

MEMBERSHIP OPTIONS

The membership may adopt the above-noted Resolution No. 2016-02 as presented; as amended; or take no action.

CHAIR OR DIRECTOR'S RECOMMENDATION

Motion to adopt Resolution No. 2016-02, a Resolution authorizing 2016-2017 OAMR President Dale Shafer, OAMR Treasurer Kimberlyn Collins, or in their absence, 2016-2017 OAMR First Vice President Debbie Hamilton to sign on behalf of OAMR orders for payment or withdrawal of money.

SUGGESTED MOTION

Motion to adopt Resolution No. 2016-02, a Resolution Authorizing Signatures for Banking Services on behalf of the Oregon Association of Municipal Recorders.

ATTACHMENTS

A. Resolution No. 2016-02

RESOLUTION NO. 2016-02

A RESOLUTION AUTHORIZING SIGNATURES FOR BANKING SERVICES ON BEHALF OF THE OREGON ASSOCIATION OF MUNICIPAL RECORDERS

THE OREGON ASSOCIATION OF MUNICIPAL RECORDERS RESOLVES AS FOLLOWS:

SECTION 1. The following persons are authorized to sign on behalf of the Oregon Association of Municipal Recorders (OAMR), orders for payment or withdrawal of money: 2016-2017 OAMR President Dale Shafer, OAMR Treasurer Kimberlyn Collins, or in their absence, 2016-2017 OAMR First Vice-President Debbie Hamilton.

Such authority shall remain in force until revoked by written notice to the affected bank of the action taken by the Board of the Oregon Association of Municipal Recorders.

SECTION 2. All prior authorizations are superseded.

SECTION 3. Any designated depository ("Bank") of the Oregon Association of Municipal Recorders is authorized and directed to honor and pay any checks, drafts, or other orders for the payment of money withdrawing funds from any account of the association when bearing the signatures of the persons listed in Section One of this resolution. The Bank is authorized and directed to honor and to charge the association for such checks, drafts, or other orders for the payment of money, duly certified to and filed with the Bank by the OAMR Treasurer or other officer of the association.

SECTION 4. This Resolution takes effect upon signing by the President of OAMR.

SIGNED and APPROVED this 23rd day of September, 2016.

_____

Michele Eldridge, CMC, OAMR President

ATTEST:

_____

Trudy J. Borrevik, CMC, OAMR Secretary

OAMR BOARD REPORT

Records Management Committee

Meeting Date: September 23, 2016
Source of Item: Records Management Committee (RMC)

Contact: Scott Stauffer, Chair
Contact Telephone Number: 503-786-7519
Contact E-Mail: stauffers@milwaukieoregon.gov

ISSUE STATEMENT
This is an informational report on the review of the Records Management Manual (RMM), and a **MOTION** to accept the revised RMM which the RMC proposes to now call the Information Management Manual (IMM).

BACKGROUND
One of OAMR's original resource documents, dating back to 1990, the RMM provides a wealth of information on public records and records management. It has undergone several updates as our profession and records management technology has evolved, the most recent revision being completed in 2009. Given the great technological changes in how records are stored and accessed in the 7 years since the last update the RMC felt it was time to review the RMM.

Following the successfully completed review and overhaul of the Oregon Administrative Rules (OARs) that govern city public records, the City General Records Retention Schedule, the RMC launched what became a 2 year project to overhaul and refresh the RMM. Almost immediately, the group believed the document would be better described as the "Information Management Manual" (the IMM) and the project has been operating under that title since the spring of 2015. The general approach was to divide up the 14 chapters and 5 appendices among the RMC members to work on revisions; the group then went through each chapter together, working out differences and coming to consensus on the proposed revisions; finally, with each chapter reviewed by the group a master document was assembled.

The IMM, attached to this report, is a slightly larger document (coming in at 104 pages, up 5 from the previous version) and includes several major changes, including: the removal of RMM Chapter 8 Forms Management, the addition of IMM Chapter 14 Departing Employees, and an expanded IMM Chapter 10 Electronic Records. RMM Appendix D OARs was also removed as the various OAR references are now imbedded throughout the IMM. The RMC was fortunate to be able to work with the Oregon State Archivist, Mary Beth Herkert, on this review project as she was able to provide unique insight on the application of current State Law and best records management practices.

RELATED POLICIES/BUDGET CONSIDERATIONS
There are no related policies or budget considerations associated with the **MOTION**.

BOARD OPTIONS
The Board may choose to accept the revisions to the RMM as proposed by the RMC, the Board may reject the proposed changes to the RMM, or the Board may take no action. In the event these proposed changes are rejected or no Board action is taken, the 2009 version of the RMM will remain available to OAMR members.

MOTION: to adopt the revisions to the RMM as proposed by the RMC.

CHAIR'S RECOMMENDATION
It is the RMC Chair's recommendation that the Board adopt the revisions to the RMM as proposed by the RMC.

SUGGESTED MOTION
"I move to adopt the revisions to the Records Management Manual as proposed by the Records Management Committee."

ATTACHMENTS
A. Information Management Manual (IMM), as proposed to update and replace the RMM

OREGON ASSOCIATION OF
MUNICIPAL RECORDERS

Information Management Manual

REVISED 2016

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"Knowledge will forever govern ignorance. And a people who mean to be their own governors, must arm themselves with the power knowledge gives. A popular government without popular information or the means of acquiring it is but a prologue to a farce or a tragedy, or perhaps both." James Madison (1822)

"Public Record" includes any writing that contains information relating to the conduct of the public's business… prepared, owned, used or retained by a public body regardless of physical form or characteristics. Oregon Revised Statute (ORS) 192.410(a)

Oregon Association of Municipal Recorders (OAMR)
Records Management Committee (RMC)

Pat DuVal, Milwaukie, *Chair* (2014-15)
Scott Stauffer, Milwaukie, *Chair* (2015-16)

Anne-Marie Simpson, Lake Oswego
Amber Mathiesen, Salem
Cathy Steere, Lincoln City
Debbie Lockhart, Keizer
Debbie Manning, Tigard
Elisa Olson, Klamath Falls
Hannah Wells, Milwaukie
Kathy Woosley, Cascade Locks
Kattie Riggs, Oregon City
Kelli Weese, Florence
Kim Scheafer, Canby
Linda Kaser, Lebanon
Lisa Gibson, Damascus
Lisa Figueroa, Silverton
Lisa Olson, Klamath Falls
Margaret Reh, North Plains
Mary Dibble, Albany
Robyn Christie, Bend
Sandy King, Wilsonville
Sheila Cox, Roseburg
Sue Ryan, Newberg
Teresa Zak, West Linn

and

Mary Beth Herkert, State Archivist

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I INTRODUCTION

This publication was originally prepared by the Oregon Association of Municipal Recorders (OAMR) Manual Committee and members of the Oregon State Archives staff in 1990-91. The OAMR Records Management Committee (RMC) working in coordination with staff from the State Archives further revised this document in 1998-99, 2004-05, 2008-09, and 2015-16.

This publication was originally called the Records Management Manual, but was changed to the Information Management Manual (IMM) with the 2016 update.

The manual is divided into chapters including subjects such as filing systems, records storage, records disposition, electronic records, microforms, and disaster planning. It is intended to provide basic guidelines on forming and implementing a comprehensive information management program.

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1 CHAPTER 1 – PUBLIC RECORDS

General Records

The "*Attorney General's Public Records and Meetings Manual"* published by the State Department of Justice is an opinion of the Attorney General that interprets legislation pertaining to records and provides general legal advice. The manual may be downloaded from the Attorney General's website (see link below). To purchase a manual contact the Department of Justice at:

By Mail: Publications Section,
Oregon Department of Justice,
1162 Court Street NE
Salem, OR 97301-4096

By Phone: (503) 378-2992
Online: www.doj.state.or.us/pages/oregonians/pubs.aspx

This manual covers the following questions related to Public Records:

1. Who has the right to inspect public records?
2. Who is subject to the Public Records Law?
3. What records are covered by the law?
    a. How can a person inspect or obtain public records?
    b. Records Custodian
    c. Proper and reasonable opportunity to inspect
    d. Copying
    e. Public body prerogatives
        i. Protective rules
        ii. Fees
        iii. Consultation with legal counsel
        iv. Destruction of public records
4. What public records are exempt from disclosure?
5. Can a public body voluntarily disclose an exempt record to selected persons without waiving exemption generally?
6. How should a person proceed if access is refused?

Subpoenaed Records

When an employee is served with a subpoena requiring appearance in court with any public record, they should immediately contact his/her legal counsel and any destruction of records should stop, even if the destruction is in the normal course of business. The temporary freeze on the destruction of records is also known as a **legal hold**, and will remain in effect until legal counsel indicates the records are no longer necessary for current or pending legal action.

Certifying Documents

Occasionally a request for photocopies and/or certified copies of records is made pursuant to ORS 192.430 and 192.440.

If the “record copy” is in the custody of a department other than the Office of the City Recorder, the custodian of the record must certify before the City Recorder (similar to a notary) who will attest and affix the city seal. The City Recorder will certify documents maintained in the Recorder’s office. Sample forms are contained in Appendix D. A stamp stating “Certified to be a true and correct copy of the original record” with a line for the City Recorder’s signature and name of the city can also be used.

2 CHAPTER 2 – GOALS, OBJECTIVES AND POLICIES

Program Goal

The goal of an efficient and economical records program is to support the creation, maintenance, retrieval and disposal of all records.

Objectives of this Manual include:

1. To save valuable office space and reduce storage costs by systematically removing semi-active and duplicate records that are not the official record.
2. To identify and protect vital records (records that would be required to continue or re-establish a city's operation following a disaster) and systematically identify the record copy.
3. To save staff time and promote public trust by developing an orderly, efficient system for maintaining, retrieving, storing, and disposing of City records.

Policies Recommended for Cities Using this Manual:

1. Store only active records in valuable office space.
2. Move semi-active records to low-cost storage.
3. Preserve valuable historical or archival records under adequate conditions.
4. Destroy all non-essential records based on the minimum retention time period.
5. All public records, including those stored on electronic media, shall be accessible to the public unless exemption from disclosure status is obtained.

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3 CHAPTER 3– CITY RECORDS MANAGERS

Administrative Rule (OAR 166-030-0016)

Appointment of a Records Officer to establish a records management program that ensures the orderly retention and disposition of all public records and to ensure the preservation of public records of value, each state or local agency should designate a Records Officer. Records Officers organize and coordinate the agency's Records Management Program and serve as their agency's primary liaison with the State.

The Role of the City Records Officer/Manager or Archivist

1. Is aware of current state public records laws;
2. Maintains, monitors, and updates the city's records retention schedule through coordination with the state archivist and department supervisors;
3. Reviews requests for new records equipment and assists departments with storage facilities;
4. Is knowledgeable of current records management procedures and informs and educates departments on innovations and new procedures;
5. Develops systems for indexing historical records and assists departments with their systems;
6. Advises and provides assistance to city staff regarding records and document management related issues;
7. Assists departments in the orderly disposition of records, including destruction as authorized by the records retention schedule;
8. Has knowledge of the most efficient and economic means of destroying records;
9. Coordinates the microform programs to insure proper records retention;
10. Assists in approving storage locations for the storage of inactive and archival records; and
11. Develops a records disaster plan.

The Role of the Department Records Officer

Department directors should designate one staff position as the department Records Officer. This person should have substantial knowledge of the operation and the records in their department.

1. Administers the policies and procedures of the city information management manual and any department records procedures;
2. Supervises the disposition of records, including destruction of records meeting the minimum retention periods and the transferring of semi-active records to

"low-cost" storage. Destruction should only be carried out with the approval of the City Records Officer/City Recorder and department head;

3. Assists in establishing and maintaining filing systems, standards, and procedures for record keeping; and
4. Serves as liaison between the department and the City Records Officer.

4 CHAPTER 4 – STARTING A RECORDS MANAGEMENT PROGRAM

Initial Steps in Starting a Records Management Program

The most important step for a Records Management Program is to determine the legal and structural parameters.

1. Appoint a Records Officer/Manager: The city manager or council should appoint a Records Officer who will be responsible for scheduling retention and destruction of records. The city charter may specify the City Recorder/Clerk as the Records Manager. Notify the State Archivist of the appointment.

   "To establish a records management program that ensures the orderly retention and disposition of all public records, and to ensure the preservation of public records of value, each state or local agency shall designate a Records Officer. Records Officers organize and coordinate the agency's Records Management Program, serve as their agency's primary liaison with the State. Typical duties include planning, controlling, directing, organizing, training, promoting the program, and other activities involving the life cycle of information including records scheduling, retirement, storage and destruction. The State Archivist will provide training and assistance for Records Officers." OAR 166-030-0016

2. Evaluate storage: Analyze storage needs and other capabilities including:
   a. Adequate storage for inactive records awaiting destruction.
   b. Adequate and suitable storage for "permanent" and vital records.
   c. The possibility of converting records to microform.
   d. Sufficient funds for a storage facility/records center.
   e. Identifying grants to assist in data entry, systems design, inventories, and preservation.

3. Identify the Retention Schedule: Most cities use the Secretary of State's General Records Retention Schedule for Cities, although it is possible your city has adopted a Special Schedule approved by the State Archivist. It is critical that the Records Officer be familiar with the agency's schedule.

4. Review laws that apply to retention schedules: Other agencies also have regulations that apply to records such as the Oregon Identity Theft Protection Act (OITPA); Heath Insurance Portability and Accountability Act (HIPPA); copyright laws; and trademark laws. City Clerk/Recorders are likely most familiar with Oregon Administrative Rules (OARs), which work along with the Oregon Revised Statutes (ORS) to provide specific rules for records, such as:

   a. "Unless otherwise stated, a retention period is calculated from the date the public record was created." OAR 166-030-0027(2)

b. "Public records of fiscal transactions, regardless of medium or physical format, may not be destroyed until the minimum retention period has passed and the person charged with their audit has released them for destruction. If federal funds are involved, requirements of the United States government shall be observed." OAR 166-030-0041

5. Where to find help:

   OAMR website – Records Management Committee: www.oamr.org

   Oregon Secretary of State Website: www.sos.state.or.us

Developing the Program

A program can include policies, forms, procedures, brochures, flowcharts, etc. Before a program can be initiated, it must be presented to management and "sold" as an asset that will help the organization meet its goals. A good records management program can reduce costs through efficient use of space and timely records retrieval.

1. Accumulate Information: Acquire the professional training needed to understand records management. Keep a file of ideas that may work in your agency.
   a. Read records management publications.
   b. Attend professional seminars on records issues.
   c. Join the Oregon Association of Municipal Recorders (OAMR) Records Management Committee and other records associations such as the Association of Records Managers and Administrators (ARMA) or the National Association of Government Archives and Records Administrators (NAGARA).
   d. Visit each department, talk with records personnel, and look at their records. Identify who in each department would be the best candidate to be your records liaison.
   e. Discuss with your supervisor a program budget, limitations, staff necessary to support the program, and unique department issues.
   f. Create a Records Inventory: An Excel spreadsheet is helpful as a records inventory for each department or citywide, depending on the size of the city.
      i. Track the location of each series considering all the possible repositories (file cabinets, boxes, shelves, under desks, and electronic records).
      ii. Separate permanent and non-permanent records. Permanent records have specific retention requirements.
      iii. Separate official copies from convenience or non-record copies. Retention only applies to official copies; although disclosure could

apply to all records so consider how to limit extra copies and educate employees.

iv. For records that are not identifiable in the general schedule review similar record series for titles and descriptions. Use the record series that matches most closely. If the records appear to be a combination of two or more record series in the schedule, commonly referred to as a "mixed record series", use the listing with the longest retention period.

2. Develop Goals And Objectives: Focus on practical ideas that will help the city reach its objectives. Develop a clear job description and/or work plan citing planned steps and goals. Consider:
    a. Why is the program needed?
    b. Are goals realistic and reasonable?
    c. Do objectives and goals support city objectives and goals?
    d. What elements of a records management program already exist?

3. Benefits: An established program allows for an agency's transparency and allows for the agency to be good stewards of the public's information. Other benefits of a program include:
    a. Lending credibility to the city's maintenance of the public record if records are subpoenaed during court proceedings.
    b. In the event of a disaster, a records disaster and recovery program avoids allegations of neglect which could lead to litigation or denial of an insurance claim.
    c. Protected vital records could help the organization recover more quickly in the event of a disaster.
    d. Savings could be realized by identifying and destroying duplicate documents.
    e. An efficient program could reduce personnel needs.
    f. Regularly scheduled destruction of records eliminates the need for added storage and frees up space for more productive uses.

4. Developing The Draft Program: Assemble the plan, develop staff assignments, and develop an implementation schedule to propose to top management.
    a. Keep the plan realistic and within reasonable time limits.
    b. Determine which personnel will work full time in the records management program, which will work part time, and which will assist.
    c. If your program includes using records liaisons from other departments, consider how you will provide initial and ongoing education to them.

d. Consider starting an in-house newsletter to provide personnel with updated records management information and education.

When preparing the plan, take into consideration that management views records management primarily from a financial perspective. Also, consider preparing more than one plan based on budgets and time availability.

a. Include awards and fun events like “appreciation ceremonies” or a “records destruction day” with contests and prizes to make the program enjoyable and rewarding.

b. Keep track of the key employees who helped and reward them.

c. Acknowledge everyone involved.

5. Presenting Recommendations to Top Management: Consider your audience, time, venue, and back up materials needed.

   a. Have other City Clerks/Recorders review your program before the presentation to get feedback.

   b. Distribute the proposal several days prior to the meeting date to allow sufficient time for study and formulation of questions. Request that questions be submitted in advance and in writing to allow adequate time for developing a response.

   c. Ask someone else to track questions requiring follow up that come up during the presentation so you can focus on your presentation.

6. Follow Up: Once your program is in place, it is important to plan for its continued maintenance. Consider:

   a. Setting your calendar for an internal annual review of the program.

   b. How you will go about educating current employees and new employees.

   c. Using a newsletter, memo, email, or FAQs to educate records liaisons and employees.

   d. How or if you should provide updates to the governing body.

SUMMARY

1. Accumulate information and obtain professional training.
2. Develop reasonable goals and objectives, an overall records program, or program enhancements.
3. Identify tangible and intangible benefits.
4. Develop a draft plan that identifies personnel requirements and a schedule for implementing the recommendations.
5. Present the program to top management, outlining the plan along with expected goals and benefits.
6. Ask for support, discuss it, and once obtained, use it to convince personnel of the importance of the program, its goals and policies.

Once the program is successfully established, continue to promote the concept, possibilities, and benefits of records management.

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5 CHAPTER 5 – LIFE CYCLE OF RECORDS

Introduction

"All information has a lifecycle. Information is created, captured in some form, stored and ultimately destroyed or preserved indefinitely." – National Archives (archives.gov)

The basis of any records management system is information and practically speaking that means the paper or electronic records that contains the information. Record Officers are tasked with shepherding a city record through its lifecycle from creation, through active use, and into its final disposition. Understanding where a particular document or set of records is in the lifecycle will help inform how it is to be treated and used, and will ultimately make a records management system operate efficiently.

Creation

Information created in relation to public business is a public record. Public records are the heart of government operations. These records are:

1. Created for the citizens;
2. The property of the citizens;
3. Protected in the interest of citizens;
4. Documentation of how the government serves the needs of the citizens; and
5. Historical, legal, administrative or fiscal records.

Active Use

Records in active use are stored in areas of easy access also known as "high-cost storage" areas. These records are usually no older than two years.

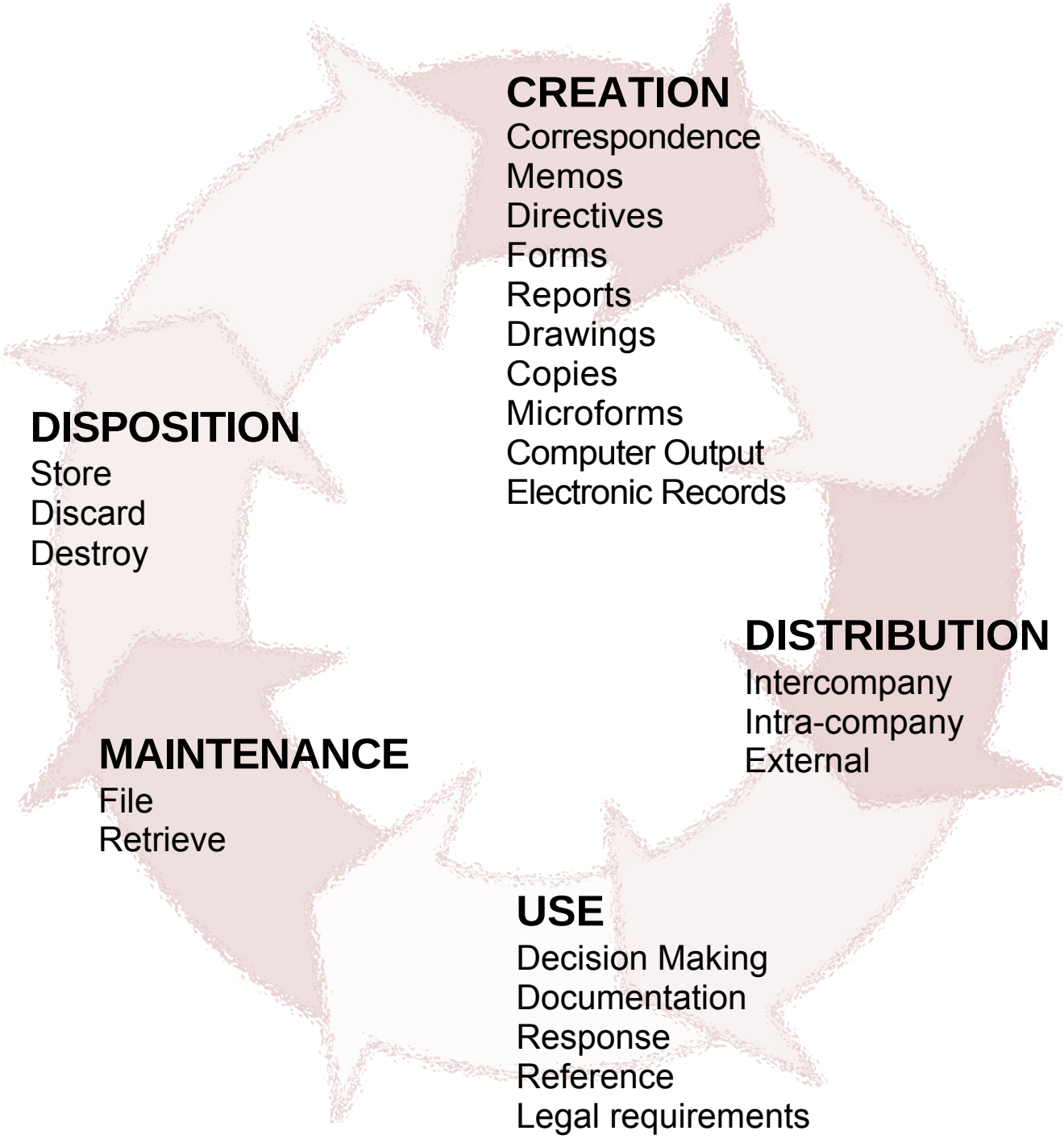
Semi-Active

Records in this phase are needed less frequently but must be retained until the legal minimum retention has been met. These semi-active records are usually stored in "low-cost storage" areas that meet special storage conditions. Separating semi-active records from active records allows staff to become more efficient in maintaining and accessing active records.

Final Disposition

When a record has served its purpose for the operation of the office, it is ready for final disposition. Some records are destroyed after meeting the authorized minimum retention. Other records are retained indefinitely (as permanent documents) when they have historical or archival value. Records retained indefinitely should be stored under adequate and suitable conditions.

LIFE CYCLE OF A RECORD



6 CHAPTER 6 – RECORDS RETENTION SCHEDULE

Why Create a Records Retention Schedule?

Local governments and districts produce a staggering amount of records that are an important resource to both the agency and the public. Some records need to be kept long-term for legal, fiscal, administrative, or historical reasons. Others may be disposed of relatively quickly after their usefulness has expired. A retention schedule provides many benefits in managing these important resources. A record retention schedule can minimize cost by reducing record storage (paper and electronically), facilitate and accelerate the day-to-day retrieval of records, and minimize risk by maintaining regulatory compliance and assuring disposal processes are legally defensible.

What are Records Retention Schedules?

Records retention schedules are tools that assist government agencies in managing public records through their life-cycle. Retention schedules group records into series with titles and information about how long each type of record should be kept (retention period) and when and if they can be destroyed (disposition). Record retention schedules cover records in all formats, without regard to the technology or medium used to create or communicate the record, and insure consistent, approved recordkeeping.

What is a General Records Schedule?

A general records schedule applies to an entire group of state or local government entities. Thus, a city general records schedule applies to the records of all cities in Oregon. The only exception is if a valid "special schedule" exists for a particular state or local government entity or an office or record within that entity. In these cases, special schedules override the requirements of a general schedule.

The City General Records Retention Schedule can be found at:

<http://arcweb.sos.state.or.us/rules/OARS 100/OAR 166/166200.html>

What is a Special Records Schedule?

A special records schedule can be written for local governments to describe in detail certain records unique to an individual city. These limited schedules expire five years after creation unless part of the assigned schedule of a Department of Defense (DOD) certified electronic records management system approved by the State of Oregon. For more information regarding an assigned schedule, contact the State Archivist.

For Further Information

The Records Officer for the appropriate agency can answer specific questions related to a particular records retention schedule. The city recorder is typically designated as the Records Officer. For further information, refer to the Records Retention Schedules Frequently Asked Questions at:

<http://arcweb.sos.state.or.us/recmgmt/defaultrecmgmt.html>

Contact the Oregon State Archives for general questions about records retention schedules or to create a records retention schedule.

Oregon State Archives
800 Summer Street NE
Salem, OR 97310

(503) 373-0701
http://arcweb.sos.state.or.us

7 CHAPTER 7 – FILING SYSTEMS

Introduction

Records management is intended to control recorded information from its creation until its disposition. The ability to file and retrieve information easily and effectively is central to this process. The type of filing system selected is largely dependent on the characteristics of the records involved, and in the case of email files, the content and/or information contained in the email message and attachments. All filing systems have advantages and disadvantages. This chapter offers guidelines and recommendations for the selection and use of different types of filing systems for both paper and electronic files.

Selecting a Filing System

1. Determine the Appropriate System by evaluating:
   a. File Locations. Are records stored in one location where all of the organizations documents are stored; or are records kept departmentally or housed in individual offices and desks?
   b. The types of records the office creates and uses.
   c. Records use and retrieval. Understanding how a department uses the records they create will help to determine the appropriate filing system. For example, a numeric system would work well for purchase orders retrieved by number. An alphabetic system would make more sense for business license files retrieved by business name.
   d. The Equipment. Number, type, and volume of records created will determine the storage equipment needed.
   e. If the files need to be indexed or cross referenced.
   f. Use and Understanding. Whatever filing system is put into place should be logical and easy to understand and use. The method behind the system should be clear and reasonable.
   g. Clarity. The system should be straightforward with little or no room for interpretation.
   h. Classification: terms should reflect the function of the records regardless of their operational location.
   i. Retention. The filing system should be linked to the records retention schedule in a way that allows removal of records from active to inactive storage and destruction when retention periods have expired. The *City General Records Retention Schedule* prepared by the State Archives and OAMR Records Management Committee is your guide for retention periods.
   j. Documentation. Once you have determined what type of filing system you are going to use, write down the standards, and place a notebook on top of the filing

cabinets to aid new employees.

2. Select a Filing System Type:

A filing system is a method of organizing records by placing them in predetermined locations according to an overall plan of classification. This information applies to both physical and electronic information, including email messages and their attachments. Basically there are five types of filing systems: a*lphabetic, subject, numeric, geographic,* and *chronological*. With the exception of chronological, these systems use alphabetic concepts in their operation. *Alphanumeric* is a combination of both letters and numbers.

Alphabetic Systems

Alphabetic storage arranges all material in dictionary (A through Z) order. Following each letter of the alphabet there are individual folders containing records that have accumulated regarding a designated entity or activity and/or one general folder containing information for entities/activities with a very low volume of records. ARMA International has prepared an excellent handbook titled Establishing Alphabetic, Numeric and Subject Filing Systems (PDF). This handbook provides standards to insure consistency in filing thus making retrieval easier. The book (download) may be purchased from Association of Records Managers and Administrators (ARMA) International.

a. Advantages:
   i. A-Z order is familiar.
   ii. Misfiles are easily checked.
   iii. Less costly than other filing methods.
   iv. Only one sorting is needed.

b. Disadvantages:
   i. Frequent misfiles where no standard rules are followed.
   ii. Similar names are confusing.
   iii. Easy to make transposition errors.
   iv. Labels can be time-consuming to prepare if complete information is used (i.e. United States Government Federal Bureau of Investigations).

Subject Systems

Subject files are used when the content of the record is more important than the names of the individual or organization whose records are being stored. The files are in alphabetic arrangement according to the subject. Within the subject folder, records are arranged alphabetically by correspondent's name or chronologically.

To function efficiently, a master and relative index are needed. The master index alphabetically lists all subjects in the system. The relative index, or cross reference, lists all headings and subdivisions and all possible variations of those headings.

A brief explanation of the records stored in each subject folder would be helpful for new personnel (i.e. in the City Recorder's office the file "Budget" includes the proposed budget, a copy of the publication notice or affidavits, copies of related resolutions and ordinances, and related correspondence).The standard arrangements for subject storage are straight dictionary or encyclopedic. In straight dictionary arrangement, the subject folders are arranged A to Z in the correct alphabetic order according to subject title. In encyclopedic arrangement the subjects are subdivided so that several folders contain small portions of the records pertaining to one main subject (or through the use of a divided file folder).

a. For example, under Accounting – Financial Reporting, one may find:
    i. Assessment Balance Reports
    ii. Assessment Dockets, Ledgers, and Registers
    iii. Audit Reports, External Records
    iv. Balance Status and Projection Reports
    v. Bank Transaction Records

The City General Records Retention Schedule can be used as an example to establish this type of system.

The Dictionary arrangement is appropriate for small systems; however, as the system begins to grow it might need to be changed to an encyclopedic system. Larger systems are subdivided in secondary and third categories. This increases the system's flexibility; entire sections can be added or removed without destroying the system's appearance or usability. It also limits the number of files to search through by keeping related records together.

a. <u>Advantages:</u>
    i. Documents can be grouped by topic.
    ii. New subjects can be added easily for expansion of files.
    iii. Statistical information can be easily gathered (i.e. "Office Supplies" How many envelopes were ordered?)
b. <u>Disadvantages:</u>
    i. Overlapping subjects and similarity of terms can cause confusion (*real property* or *land*); this is where establishing filing standards is important.
    ii. Selecting topics can be difficult.
    iii. New personnel may have difficulty using subject storage efficiently (once again, written standards can clarify).

Numeric Systems

Numeric filing systems arrange files by numbers or by dates. Records are assigned numbers and then stored in a sequence. This is useful where confidentiality is a concern and where many people have access to the records. A numeric file consists of the file; an index, in the alphabetic form; and an accession book which serves as a consecutive record of assigned numbers.

Records filed by date may be filed in reverse order with the year first, then month, then day (2015 04 29) allowing the records to be sorted chronologically.

Straight numeric systems simply number files consecutively and arrange them in sequence. They are simple to use, manage, and expand. An example may be check numbers for the Finance Department, or citation numbers for the Police Department.

a. Advantages:
    i. Folders can be labeled in advance of their use.
    ii. Misfiles are easier to spot than in an alphabetic file system.

b. Disadvantages:
    i. Indirect method of locating file.
    ii. Higher material cost.
    iii. Alphabetic file must be meticulously maintained.
    iv. Large numbers more difficult to work with.
    v. Transposition of numbers easy to do.
    vi. High activity folders are usually located at the end of the system, causing congestion.
    vii. Difficult to assign blocks of files to individuals for filing or retrieving.
    viii. Difficult to handle miscellaneous records.

Decimal Systems

Decimal systems use ten general divisions which can be subdivided by groups of ten. The Dewey Decimal System used in 90 percent of the world's libraries is the most famous example.

Geographic Systems

Geographic storage is often used when reference is made first to a place or location instead of a name. An alphabetic file system for individual names is important to locate records if a request is made by a name rather than an address. It is organized according to either the location name guide plan or the lettered guide plan.

The location name guide plan bases storage on location names (counties,

states, countries, cities) as the filing segments that comprise the main division. The lettered guide plan uses guides printed with alphabetic letters – sometimes with letters and numbers – in addition to guides with location names printed on them. It is not often used because of its cluttered appearance. This method works well for utility purposes and for documents (agreements, liens, and easements) related to specific properties.

Chronological Systems

Chronological storage is filing by calendar date. It is used within each of the other filing methods to reorganize records in individual file folders.

Establishing the Files:

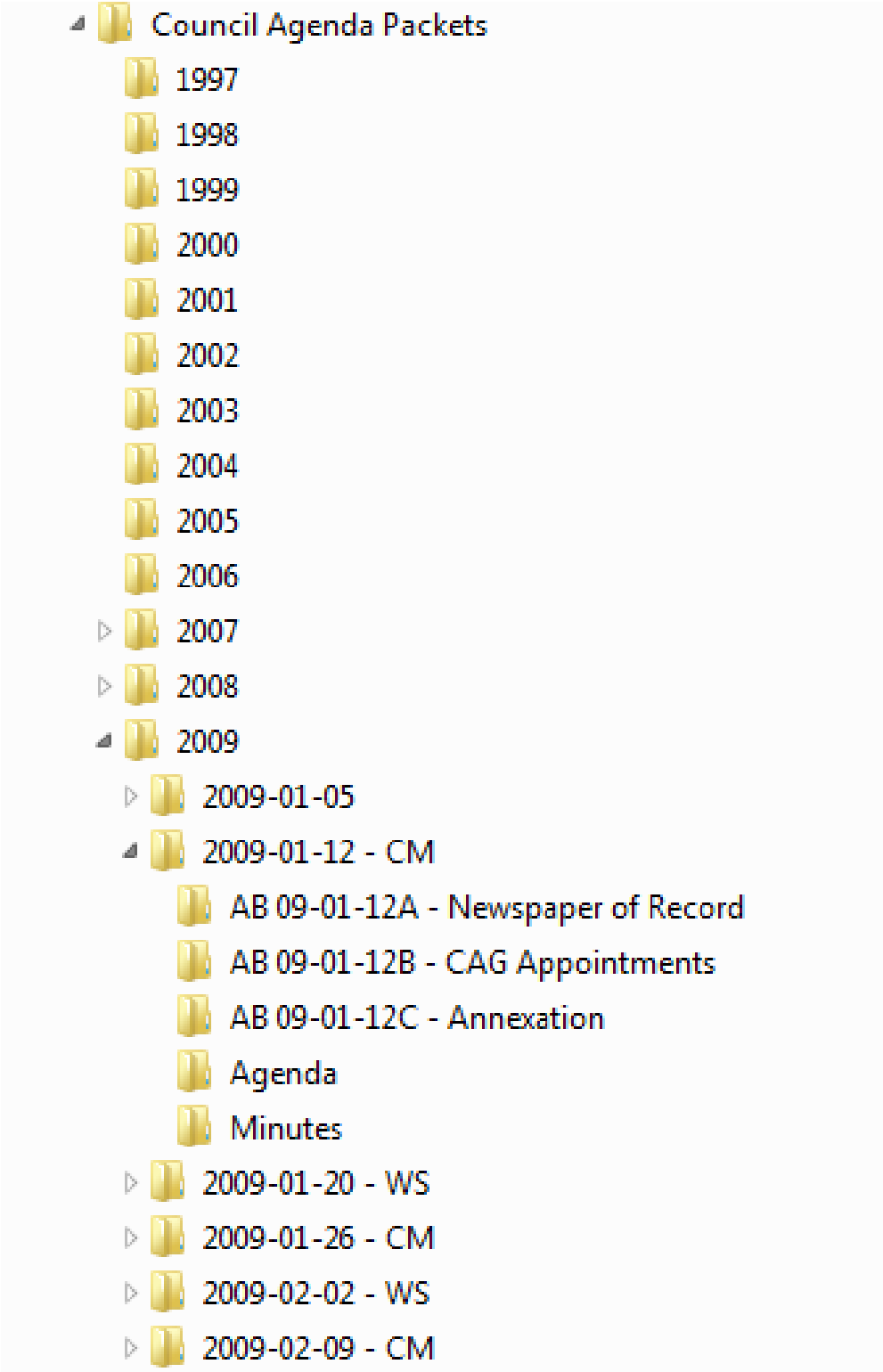
1. Prepare a "filing procedures manual" that is easy to follow and review it periodically. The standardized filing rules should be followed by everyone using the system. Standard filing rules and examples can be found in *Establishing Alphabetic, Numeric and Subject Filing Systems*, published by ARMA International.
2. Rules should include: creation of a folder, labeling and color coding, how to use guides, correct alphabetic filing order, indexing, charge-out and follow-up procedures of borrowed files, cross-referencing, transfers, how to repair records, and how to store records.
3. Allow about 3"- 4" of open space in each file drawer; filing and retrieval time increases when file drawers are "tight".
4. File folder tabs and labels should be consistent and not a mixture of different styles. Labels should be typed in an established format and not handwritten.
5. File label could include the file date, identification of the "Record Series Title" and the "Minimum retention" as approved by the State Archivist.
6. Folders are manageable up to a thickness of three inches. To prevent obstruction of the file label consider a large "accordion" file for files thicker than three inches, or create a second folder.
7. Out indicators (for guides, folders and sheets) should be used to show who removed files from the system.
8. Keep record series together. Keep "permanent" documents separate from "temporary" documents for easy disposition. (i.e., put permanent records in a file next to the non-permanent ones so that it can be easily moved to a "permanent" location when the temporary file reaches its retention time.)
9. The standard size for documents should be 8 1/2" x 11". Maps, charts, and other oversized records that would be unreadable at the standard size are excluded from this requirement.
10. The transfer of records from active storage to inactive storage to final disposition

(archival storage or destruction) should be done on a periodic basis.

11. Transferred records must be appropriately indexed, the boxes clearly labeled with the contents and retention dates, and stored in safe conditions for later disposition.

Below is a screen shot of a subject filing structure, and on the following page a screen shot displays the subject folder “Agendas”. Within that main subject folder are subfolders for each year, and within the year’s folder each meeting agenda is by date.




Council Agenda Packets
1997
1998
1999
2000
2001
2002
2003
2004
2005
2006
2007
2008
2009
2009-01-05
2009-01-12 - CM
AB 09-01-12A - Newspaper of Record
AB 09-01-12B - CAG Appointments
AB 09-01-12C - Annexation
Agenda
Minutes
2009-01-20 - WS
2009-01-26 - CM
2009-02-02 - WS
2009-02-09 - CM

Addressing Email Messages and their Attachments

Email messages should be categorized according to the ***content*** in the email. An email decision chart has been included at the end of this chapter to help take the guess work out of deciding what email messages need to be retained and what can be deleted. See *Chapter 11 Electronic Records* for additional information about email.

One of the simplest ways to manage email is to print and file the information with the paper record, and then delete it from the email system.

However, many organizations are moving towards being more "green" and away from printing by reducing the use of paper, and storing the information electronically.

A second way is to set up a series of file folders in your inbox that mirror the filing system on your PC. That way you can drag and drop the information quickly into the proper case file folder or project folder.

For retention purposes it will be necessary to move the file folder from your email system to the project file, once the project has been completed to maintain the complete record. For agencies that utilize an ERMS to manage active and ongoing projects it is recommended that email conversation chains or strings that have ended be moved into the ERMS to allow for real-time sharing of conversation details with other agency staff. It is also recommended that the email system clean-up tool be used to ensure the emails transferred into the ERMS reflect the complete and non-redundant parts of the conversation.

Email is not a secure system, and it is not backed up so appropriate methods must be taken to insure the safekeeping of city records.

Other electronic communications – text messaging for example –may be treated in a similar fashion; if the text is a record, forward it to the sender's email system by including the senders email address in the "to" line.

At the end of this Chapter is a decision chart to help determine the differences between transitory email and official email records.

Getting Started

Start with the most current records a little at a time and do the older records later. Implement the system chosen and document the filing and indexing procedures for all to follow. Be flexible and evaluate the system periodically to determine necessary revisions.

STEPS TO DETERMINE DIFFERENCE BETWEEN TRANSITORY EMAIL AND OFFICIAL RECORDS

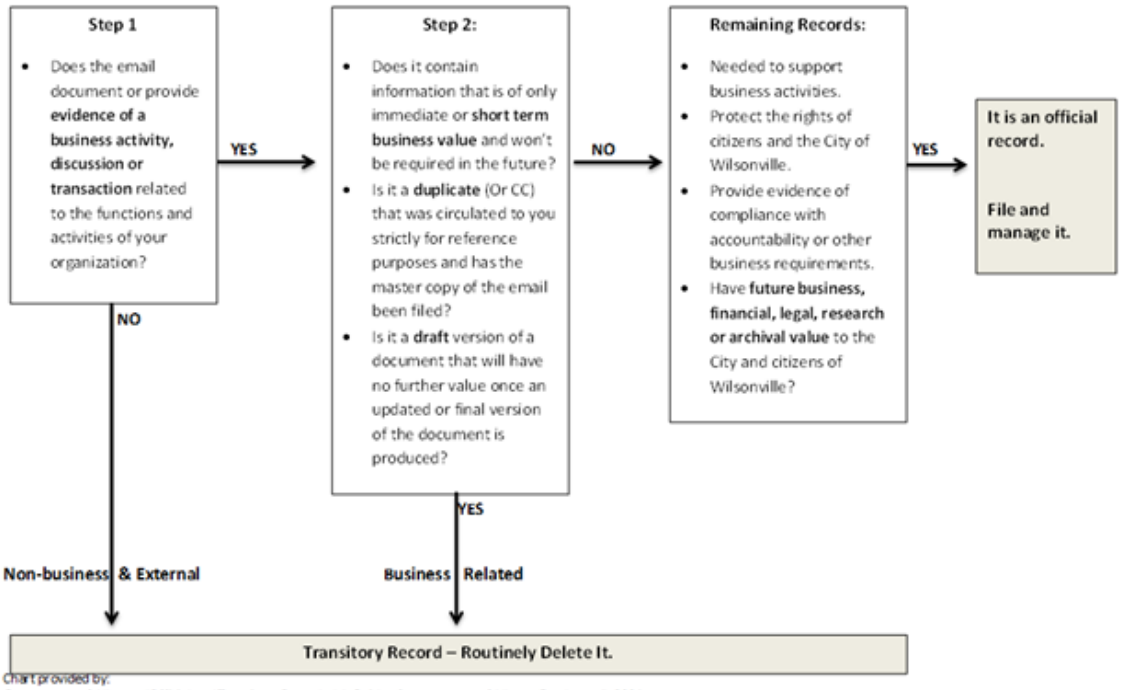


Chart provided by:
Government of Alberta, "Official and Transitory Records: I A Guide of government of Alberta Employees", 2004

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8 CHAPTER 8 – RECORDS STORAGE

Protection, accessibility, and security are the keys to operating a successful inactive records storage program.

Most records will become inactive before their retention period has expired. It is extremely costly and inefficient to maintain inactive records in office area filing cabinets. An important part of any records management program is the proper storage of inactive records and the prompt destruction of records at the expiration of their required retention period. These guidelines should help establish an effective inactive records storage and destruction program.

Preparing Records for Storage

1. Prepare the records one series at a time. It is recommended that records series are not mixed in boxes except when a series is small and all series have the same retention period.
2. Identify the records using the records retention schedule. Consider the physical volume or annual accumulation to determine if inactive storage is necessary.
3. Determine if the records will be transferred off-site annually, semi-annually, quarterly, or monthly.
4. Evaluate the need for regular access to records that are one month old, six months old or one year old.
5. Assess the activity level of older records.
6. Once a routine is developed, it should become part of standard operating procedures to ensure continuity.
7. Identify every individual record or file. Be consistent.
8. Can the file folder be removed from the “permanent” records to avoid damage to the paper documents by the acidic folders?
9. Prepare records for storage in the same order that they were stored in “active” office use. (Exception: Terminal Digit Systems)
10. It is best to prepare files when they are active. Remove unnecessary duplicates; arrange all files in a consistent order for the record series. Separate permanent from non-permanent records. Use two files if necessary (it is recommended that permanent and non-permanent records be kept separate).

Storage Containers

If inactive records are stored and managed on site, ensure their security and accessibility by following a few very basic guidelines and using common sense.

1. An archive carton should accommodate both letter- and legal-sized documents. Each carton holds approximately one cubic foot of records. Generally speaking, two cartons will hold the contents of one legal-sized file drawer, and three cartons will hold the contents of two letter-sized file drawers. When the carton is filled, it will weigh between 30 and 50 pounds.
2. Sources for these cartons, often called "bankers boxes", are office supply companies (i.e., Boise Cascade Office Products). Gaylord Archival, Metal Edge and Light Impressions are catalog sources for acid-free storage materials and preservation supplies.
3. Permanent records should be stored in non-acidic cartons and file folders.
4. Avoid over-filling the carton. A minimum of 1.5 inches of free space should be allowed in each carton. Remove records from 3-ring binders.
5. All files in the carton should face the same direction and each record should be easily identifiable. Note: Consider removing "permanent" documents from their acidic file folders. If permanent documents are stored in file folders, use non-acidic folders.
6. Label cartons with the following information for easy identification:
    a. City Name/Department
    b. Records Series Title
    c. First and Last File Identifier
    d. Date of Creation and Date for Destruction
    e. Box Number Within That Group of Records

    (A sample box label is provided in Appendix E.)
7. Always store records in closed containers to decrease the exposure to airborne dust and humidity.
8. Never leave cartons of records on the floor to avoid possible damage in case of minor flooding or spillage.
9. Do not store records directly under water-bearing pipes.
10. Store records in an area that can be secured against intrusion by unauthorized personnel. A specific person or persons should be assigned to the maintenance of inactive storage and all access to those records should be coordinated through that person or persons.
11. A reliable method of tracking activity and/or location of individual files should be developed so that inactive files retrieved for use will not become lost or misplaced. This can be as simple as the use of completed "out" cards or the

creation of a complete database (Excel, Munimetrix) to track location of individual files removed from the storage box.

12. Permanent files should be copied for the requestor so the original is not removed from the storage room or vault.
13. Avoid stacking more than two boxes on top of each other for extended periods of time. Stacking not only makes retrieval difficult, but it can also lead to the collapse of the cartons and subsequent damage to the records.

The Records Center - Archives (Records Storage)

A records center and an archive serve different purposes. An archive stores permanent records or records with an "indefinite" retention period. A records center stores inactive records. Archive records and inactive records may be stored in the same location, but should not be mixed in the same storage containers. In addition, do not mix records series in boxes except when a series is small and all series have the same retention period.

Here are a few considerations:

1. A Records Transmittal form should be used to transfer records from active use to the records center.
2. When storing records, consider the floor strength. Archive cartons can weigh 30-50 pounds each.
3. Relative constant temperature should range between 62°F and 68°F with a constant relative humidity between 35% and 45% for the protection of the paper.
4. Records should be secure from hazards like fire, water, vermin, vandals, and rioters.
    a. A smoke detector provides warning before the heat triggers the sprinkler system causing serious water damage.
    b. Firewalls and non-combustible roofs provide added protection.
    c. Records should not be located under water pipes. Basements are also subject to water hazards. Exception: sprinkler systems with a low-delivery rate are necessary to prevent fire damage. If records are located in a basement, a water sensing device is advised.
    d. Records centers without windows are preferable, and the doors should be secure with access limited to authorized personnel. Alarm systems provide added security.
5. Records centers should be located within a few blocks of the office unless there is a courier available to retrieve and deliver documents.
6. Poor lighting hinders records filing and retrieval. Fluorescent, continuous strip (single tube) lights should not be more than 9 inches wide and should be at least 12 inches higher than the top of the highest record storage container.

7. If steel shelving is used for stacking boxes, consider engineering the shelving for earthquake. Units constructed using bolts rather than clips fare better during earthquakes, and steel shelving fares better than wood.
8. Main aisles should be 4 to 6 feet wide to comply with fire regulations and aisles between shelves should be 30 to 36 inches wide.

   One option for records storage is movable shelving, which is typically a set of metal shelves mounted on tracks with a mechanism that moves the entire row. These shelves can offer an efficient use of space and can help protect documents from fire and water damage. **When ordering metal shelving note the depth of the shelves you will need to accommodate your storage boxes.** Information about metal shelving is available on the internet.
9. Consider the following when evaluating a commercial records center.
   a. Quality, reliability, efficiency and personnel integrity
   b. Space and service fees
   c. Adaptability, accessibility and security

9 CHAPTER 9 – RECORDS DESTRUCTION

Administrative Rules

Unless otherwise stated, a retention period is calculated from the date the public record was created (OAR 166-030-0027(2)).

No public records of fiscal transactions shall be destroyed, even though the required minimum retention period has passed, until after the required audit for the period covered by the public records has been completed and the auditor has released the public records for destruction (OAR 166-030-0041).

Public records which are confidential by law must be destroyed by shredding, pulping, or incineration. The destruction should be supervised and witnessed. Records which are not confidential by law may be sold or traded for recycling of the fiber; including provisions that the records are promptly converted (OAR 166-030-0060).

Once a record has served its purpose and has met the minimum retention, it is ready for final disposition: either permanent retention or destruction (e.g. burning, shredding, etc.). Records are to be retained at minimum for the time indicated in the retention schedule. Records policies that can be adopted, in part or in full, are presented below.

General Records Destruction Policy

All records shall be destroyed upon reaching the minimum retention period. No city government shall store records beyond the minimum retention unless an exception to the policy applies. Records of a confidential nature should be disposed of by a method that ensures that they are completely destroyed.

Records Destruction Exception Policies

The following exception policies allow retention of records beyond the minimum retention period upon approval by the department director and the City Manager or their designee. These policies will control the amount of filing equipment purchased and the need for off-site storage areas.

Exception Policy #1: If a record has substantial value, the record may be retained beyond the minimum retention period with written approval from the City Manager or his/her designee through the department director. Obtain assistance from the Records Officer.

Exception Policy #2: A record retained beyond the minimum retention may be microform with written approval from the City Manager or his/her designee through the department director. Obtain assistance from the Records Officer.

Exception Policy #3: Equipment to house records or microform being retained beyond the minimum retention may be budgeted for purchase with written approval from the

City Manager or his/her designee through the department director. Obtain assistance from the Records Officer.

If a document is truly a duplicate, its destruction does not need to be documented. However, if the duplicate is the only remaining copy, it can be the "record copy". In such instances, the duplicate record cannot be destroyed until the minimum retention is met and a destruction form is completed.

The city may wish to have the City Manager or his/her designee establish an "Annual Destruction Day" for departments to purge documents *that have met the minimum retention*. When possible, regular duties should cease so that maximum effort can be applied to the purge. The departments will prepare the documents for recycling or shredding and will complete a destruction form. However, departments may also destroy documents throughout the year as the need arises and where the records have met the minimum retention.

METHODS OF DESTRUCTION

Type of Destruction	***Advantages***	***Disadvantages***
Refuse Collection (Recycling)	Easy way to dispose of documents	Lack of confidentiality
Incinerating	Confidentiality assured; documents completely disintegrated	Pollution may violate federal, state, and/or local clean-air regulations
Shredding	Shredded paper can be bailed and sold	Documents partially destroyed; confidentiality not completely assured
Selling as Scrap	Income from sale of scrap; recycling helps environment	Lack of confidentiality
Chemical Disintegration	Confidentiality assured; documents completely disintegrated	Not practical for small business organizations
Pulping	Confidentiality assured; documents completely disintegrated	Not practical for small business organizations
Source: *Records/Info Management and Filing*, Nathan Krevolin		

Instructions for Records Destruction

1. Request: Complete a records destruction form (see example in Appendix E). Attach a copy of the record and/or a copy of the series inventory form or a copy of the microform format form to assist in considering approval for destruction.

   If the records are located in the Records Center or an electronic records management system (ERMS), the Records Officer will initiate the destruction form and send it to the department for the appropriate signature(s).

2. Eligible for Destruction: Route the form to the city Records Officer who will verify that the record is eligible for destruction. If so, the Records Officer will sign and date the form and return it to the requestor. After the department director signs off, the record will be eligible for destruction.

3. Director's Approval: Have the department director sign for approval. This gives the director one last opportunity to retain the record(s). The director may be aware of circumstances where the records need to be retained for special reasons, especially in instances where there may be pending litigation.

4. Certificate of Destruction: Records destroyed in accordance with city retention schedules should have documentation identifying the records that were destroyed. There may be occasions when it will be necessary to show "proof" that the records were destroyed appropriately, or to identify some records. The records destruction form provides the information about the records destroyed and includes the signatures of those with authority to destroy records. Forward the original to the Records Officer for the official permanent record and make a copy for department records.

   If there is a special need to destroy sensitive records, such as those containing social security numbers, contact the Records Officer for special arrangements. If large amounts of the same records are destroyed frequently and the use of the records destruction form is too cumbersome, contact the Records Officer for special arrangements.

   Sign and identify how the record was destroyed. Destruction of public records without legal authority is a misdemeanor (ORS 162.305). The minimum retention for destruction forms is 25 years as of changes adopted in the City Records retention schedule adopted by the State in 2015.

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10 CHAPTER 10 – Electronic Records

What Is An Electronic Record?

By definition, an electronic record means any information recorded in a form that requires a machine to process and access the information. Electronic records can be public records for retention and disposition purposes if the record created electronically meets the definition of a public record found in ORS 192.005. They can also be public records for access if they meet the definition of a public record found in ORS 192.410.

Electronic records come in a variety of formats and require different types of equipment to access, including but not limited to computers, tablets, smartphones, audio and video recorders and players, etc. In addition to the equipment, software is also necessary to access electronic records. This combination of hardware (equipment) and software make the access and management of electronic records difficult.

This chapter will look at electronic records, the challenges they present and best practices for managing and providing access to them.

Types of Electronic Records

Today, over 90% of the information we create, store and transmit is in an electronic format. The lines between types of electronic records are becoming increasingly blurred. For example, software applications can combine graphics, text and sound into a single record. Networked systems allow multiple authors to work on a single document and as software becomes more sophisticated, the electronic record can assume different forms depending on the software used to access it. Most electronic records can be placed into the following categories:

- **Text**: These records resemble records created in paper including word-processing documents, spreadsheets, reports and presentations. The issues most closely associated with these types of records are the variety of software programs used to create and access them. For example, early versions of Microsoft Word cannot be read by later versions making them inaccessible to the creator as well as the public. The current trend with this type of electronic record is the use of cloud based software applications, which are less expensive, such as Google docs or Office365 but because the cloud does not belong to the city, custody of the records can now belong to the vendor which makes retention and access according to state requirements difficult, if not impossible, to follow. Cities using these services must either negotiate a contract with the vendor ensuring custody remains with the city and retention and access is applied according to state laws and rules or find another way to ensure access to the record for the entire length of the retention period.
- **Database and Database Management**: A database is a collection of information that is organized so it can be easily accessed, managed and updated. Database management systems (DBMS) are software systems used to access and retrieve the collection of information (data elements or fields) stored in a database. The data elements are stored randomly and the DBMS allows access to them by

combining data elements into records or files to meet user specifications. Think of a database as a box full of Legos and the DBMS as the way of putting the Legos into recognizable shapes. Types of DBMS include geographic information system (GIS) that enables a user to present the data elements graphically in a map; financial systems that allow for all of the city's financial transactions to be completed from the same data elements; and payroll systems.

Managing databases or database management systems can be complex as they have the least amount of similarity to traditional paper records. However, the products (reports, maps, etc.) that they produce when queried are very similar to the traditional paper record. Individual fields (data elements) in a database are not records, however, when a query is made against these fields, the resulting "report" can be a public record with an applicable retention period assigned. Because the very nature of a DBMS is to be fluid with data elements added, updated and deleted on a regular basis, it is important to keep an inventory of DBMS to identify what they are used for, the data elements (fields) that are collected and the type of reports that are created by each system.

- **Electronic Mail**: (E-mail) is a means or system for transmitting messages electronically (as between computers on a network). Email is also defined as messages sent and received electronically through an e-mail system. E-mail messages and not the system, can be a public record and must be retained according to City General Records Retention Schedule (OAR 166-200), as the retention requirements apply to the content of the email message and not to the email system.

  Today, email is the main form of business communication and as such, most email messages rise to the level of a public record and can carry a retention from as short as one day to as long as permanent. Email systems are not designed to manage for retention or to store messages long term. Solutions to capture and store email messages in "vaults" are not management systems but storage systems and force an agency to either keep all email messages permanently at exorbitant costs to the agency or to pick an arbitrary period of time to keep all messages (i.e. 3 years). Neither of these options benefit the city and often put them in difficult situations for satisfying public records requests or e-discovery requirements.

  Not unlike the textual documents, the use of cloud based, third party applications of email (i.e. G-mail) have become popular alternatives for providing this service. Again, because these vendors are not city employees using city servers, the custody of the records belongs to the vendor providing the email service, making retention and access according to state requirements difficult, if not impossible to implement.

  Cities must address how they will handle retention, disposition and access of email through policies and procedures and if they are using a third party to provide email services, contracts must be written to address retention, disposition and access, and ownership.

- **Other Electronic Communications**: Text-messaging, Instant Messaging (IM), Snapchat and Twitter are just a few of the many other electronic communications that are often used by public employees. It is important to remember that communications transmitted by these applications can rise to the level of a public record and as such must be retained according to the City General Records Retention Schedule (OAR 166-200). All of these are third party applications and in most cases the messages transmitted are not retained by the provider. Clear policies and procedures must address the use of these applications to ensure that public records are properly retained.

  In addition, policies also must address use in context of the Public Meetings Law (ORS 192.610) so that the city does not find itself in violation.

  Graphics: A variety of software packages allow users to create graphics ranging from the simple to complex. Scanners and video conversion hardware also allow for the direct input of images into electronic storage. Images created by these applications should be stored as .tiff, .gif, .mp4 or .pdf to ensure accessibility throughout the entire retention period. Care should also be taken to ensure that the official copy of the record cannot be intentionally or inadvertently altered.

  Audio: Not unlike graphics, there are a variety of software packages that allow users to create audio files ranging from the simple to complex. Audio files should be stored either as a WAVE file, when sound quality is imperative to the integrity of the record (i.e. musical compositions) or as an .mp3 for simple recordings of such things as meetings.

  Social Media: Social media refers to the online communications channels dedicated to community-based input, interaction, content-sharing and collaboration. Examples of social media tools include YouTube, Facebook, Flickr, LinkedIn, Twitter, Blogs, etc.

  In the city, Social Media can be a great tool to engage citizens. Ideally, information posted should not rise to the level of a public record or a record that does not exist elsewhere in the city. However, because of its very nature, comments received about posts may rise to the level of a public record and therefore need to be retained according to the City General Records Retention Schedule (OAR 166-200).

  This can be difficult since postings on social media were never intended to be captured in the traditional sense (i.e. creating a record) and usually are hosted by a third party. Therefore, retaining the information posted beyond the city's control will require a policy capturing and retaining any posting that rises to the level of a public record.

  Text Messages: Text messages are those written messages that are transmitted and received by a telephone or other devices capable of receiving and sending telephonic messages. Text messages may also include photos and video and audio clips. Designed to send routine messages quickly and remotely via a phone, and not unlike email, text messaging has grown into a major form of communicating with employees, especially when they are not in the office. Many

of these communications rise to the level of a public record. Unfortunately, the owner of these messages is not the public body, but rather the company providing the service. To further complicate the ability to capture the public records and retain according to the schedule, many, if not most of the providers do not retain the message but rather just capture limited metadata such as, date, time, phone number and possibly the duration of the call. If a city allows for text messaging of public records, then the city must have a way to capture the message and retain it according to the City General Records Retention Schedule (OAR 166-200).

Instant Messages: Instant Messaging (IM) is a way for parties to communicate quickly, online. In order for IM to work, both parties must be online and the intended recipient must be willing to accept the message. If either of these is not in place, then the message transmission fails. Multiple parties can engage in the same IM conversation as long as the above conditions are met. IM is nearly instantaneous, therefore resembling a conversation. However, it is written communication and can be a public record. Similar to Text Messaging, IM uses a third party provider and the conversations are not in the custody of the city. Therefore, if the city allows IM, then it must be able to capture and retain those conversations that are public records.

Other Web-based Applications: There are many web-based tools or applications that a city may use to perform day to day activities. All of these are third party applications and the data captured may belong to the host rather than the city. Examples may include crowdsourcing (i.e. Wikipedia), crowdfunding (i.e. GoFundMe, KickStarter), scheduling query tools, and survey tools (I.e. SurveyMonkey). All of these can have information that would rise to the level of a public record.

Before using any web-based application or electronic medium, it is imperative that the city has written policies and procedures that address the use, access, retention, capture and ownership of public records. Contact the State Archives for advice, assistance and review of these policies.

Electronic Records Management Systems

Electronic Records Management Systems (ERMS) allow an agency to manage all of its records, including paper and electronic, from creation until final disposition. These software systems come in a variety of forms – some in which components are added on to a base document management system and others that incorporate components into a base system for retention and disposition. It is truly not an ERMS if you cannot apply retention and disposition to individual records within the system. A by-product of these ERMS is that accessibility of public records is made easier because of the way in which the information is managed and because most include robust search engines. In addition, Oregon Administrative Rule 166-017-0025 requires that the system be Department of Defense (DoD) 5015.2 certified which, among other things, ensures updateability, portability and accessibility of the system. Furthermore, if you have an ERMS that is DoD 5015.2 certified, you may petition the State Archivist to retain your

records with a retention period of 100 years or more (including a permanent retention) to maintain them in electronic form only (See OAR 166-017-0045).

Electronic Storage Media

Media Types:

- *Hard drives* store data on magnetically charged platters. This data is read by a pair of heads that move across the surface of the disk in a similar way to the needle on a vinyl record player. Hard disks are found in almost all computers, and you can also buy them as external units. They are good for general purpose use, as they are relatively cheap and can be written to many times. However, they must be handled carefully because their moving parts make them fragile.



- *Solid State Drives*, or SSDs, store data on microchips rather than platters. They are similar to hard disks in that data can be written to them as many times as needed, but their lack of moving parts makes them significantly faster, quieter and cooler than standard hard drives. However, they tend to be more expensive than hard disks.



- *Tape* is one of the oldest storage formats that is still widely used. Data is written to a tape cartridge, which can then be removed and replaced with another tape. The principal advantage of tape is its low cost, but data access is slow compared to other formats and the drives themselves can be expensive. As such, tape is best used for storage applications that don't need regular data access, such as for security back-up purposes.



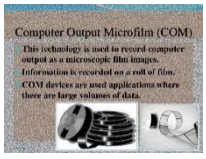
- *Cloud* storage allows you to use the Internet for storing data -- usually for a monthly fee -- as opposed to buying your own storage devices. Storing your data in the Cloud allows you to access it from any Internet-connected device. However, storing data in the cloud is usually through a vendor and custody of the information can be compromised unless your agreement with the vendor clearly states that the city maintains custody of the information and that the cloud provider must abide by the retention schedules the city provides to them.



- *Jump/Flash Drives* are storage devices that are removable and rewritable using flash memory. Because they are small and can plug into any USB port they are very portable.



- *Computer output microfilm* (COM) is computer output produced directly onto microfilm/microfiche without paper printout as an intermediary.



*NOTE: To prevent technological obsolescence and avoid loss of data stored on electronic media devices, it is **imperative** that a migration plan be developed so that information is accessible throughout the life of the record.*

Selecting Storage: The following items should be considered when selecting storage media:

- *Access.* Records custodians must provide access to electronic records for as long as the authorized retention period. This means that the information must be readable and reproducible for the entire authorized retention period. Retrieving specific pieces of information from some storage media is easier than from others.
- *Cost.* Cost of storage media involves more than just dollar-to-megabyte ratios. Other costs are personnel, special environmental costs for storage locations, special equipment costs to house storage media (like racks for hanging tapes), lease costs of storage floor space and conversion costs for moving information to the storage medium and migrating it to a new medium in cases of software and technological obsolescence.
- *Legality.* Paper and microfilm are recognized by all courts as acceptable sources of evidence. In most cases, electronic records can also be admitted in court as evidence. This applies even to records which are only maintained in electronic form. Electronic records can be admitted in court as hard copy output, on-screen output, COM output, or as a summary. Certain system precautions should be taken, however. Electronic record systems must be able to track and verify the date of a "record", the date(s) of any alterations, and the authority for creating or altering a record. In many cases systems experts will probably be required to verify the accuracy of computer records introduced as evidence.
- *Longevity.* Some media are more prone to data loss and degradation than others. The life-span of electronic storage media range from roughly five years for videotape to ten-plus years for disks. The State Archives recommends that you note the longevity of the medium and have a migration plan and budget in place to move the information before the expected lifetime of the medium expires. The exception to this is for records with a retention period of 100 years or more which are required to be maintained in paper, microfilm, or a DoD 5015.2 certified ERMS. (See OAR 166-017 for detailed requirements)

Storage Standards (See OAR 166-017-0075)**:** Electronic storage media must be maintained in an environment with a constant temperature from 65 to 75 Degrees Fahrenheit not to fluctuate more than +/- 5 Degrees and relative humidity not to exceed 50% (ANSI/AIIM TR 25-1995). Magnetic tapes should be rewound annually. Storage media must be converted, as necessary, to provide compatibility with the agency's current hardware and software, ensuring that information is not lost due to changing technology or deterioration of storage media. Before conversion of information to different media, agencies must determine that authorized disposition of the electronic records can be implemented after conversion. Tapes and disks should be stored in vertical position and kept away from strong electrical and magnetic fields. No unauthorized person should have access to electronic records. Prohibit eating or drinking in the storage room.

Legality of Electronic Records

Electronic records are increasingly used as the sole means of documenting public agencies' activities. As such, they are often the only evidence available in court cases involving public agencies. As previously mentioned, electronic records are admissible in court as evidence. The keys to using electronic records as evidence in court are identifying electronic records and verifying their *authenticity*.

Identifying Electronic Records can be confusing. One solution has been to simply expand the existing definition of record to include electronic or "machine-readable" records. Oregon defines a public record for retention and disposition purposes in ORS 192.005(5). The definition reads:

"Public record" Means any information that:

(A) Is prepared, owned, used or retained by a state agency or political subdivision;

(B) Relates to an activity, transaction or function of a state agency or political subdivision; and

(C) Is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the state agency or political subdivision.

And, Oregon defines a public record for access in ORS 192.410(4) as: any writing that contains information relating to the conduct of the public's business, including but not limited to court records, mortgages, and deed records, prepared, owned, used or retained by a public body regardless of physical form or characteristics.

Both of these definitions clearly include electronic records in all forms as part of their definitions.

Authenticity of Electronic Records: Electronic records are easily duplicated, distributed and altered. Electronic records systems must be able to track the dates a record was created or modified, the dates of any alterations, and the authority for creating or altering a record. In many cases system experts will be required to verify the accuracy of computer records introduced as evidence. The only sure way to ensure the authenticity, and by extension the legality, of electronic records is to ensure that the systems which create electronic records can:

- Document that similar kinds of records generated and stored electronically are created by the same process each time and have a standardized retrieval approach;
- Document that security procedures prevent unauthorized modification of a record and ensure system protection against problems such as power interruptions;
- If vital records are kept in electronic form, document the vital records procedures, including a description of the informational content of the various generations, i.e., the originals and copies of vital records;

- Identify the electronic media on which records are stored throughout their life cycle, the maximum time span that records remain on each storage medium, and the approved retention period of all records; and
- Coordinate all of the above with records officers, program managers, systems managers, and legal counsel.

For More Information in identifying electronic records, contact the Oregon State Archives, 800 Summer Street NE, Salem, OR 97310; (503)373-0701. For assistance in determining the legality of specific electronic records, contact either the Office of the Attorney General or the city attorney.

11 CHAPTER 11 – ELECTRONIC IMAGING

Electronic imaging is the technology that enables users to scan hard copy documents into a computer system to be stored and retrieved in a digital format. There are many reasons why a city may want to image (scan) paper records including ease of access and space savings. However, all reasons must be weighed against the cost of scanning and then indexing the records for retrieval. It is rarely cost effective to go back and scan paper records (back file conversion) to an electronic image so an in depth, cost-benefit analysis should be completed before imaging is done.

There are four basic components to imaging – input, identification (indexing), storage and retrieval.

Input is the actual process of scanning the paper record and creating a digital image or picture of that record for storage, management and access. Prior to scanning, the records must be prepared by sorting and then removing staples, paperclips, etc. from the records. The actual imaging is done using a scanner and software to capture and create the digital image. There are many types of scanners – flatbed, duplex, sheet-fed, wand, facsimile (FAX) and optical character recognition (OCR) to name a few. It is important to recognize what is being scanned before selecting a scanner. A high speed, sheet fed scanner should not be used to scan delicate or historical records. The software part of the scanner is used to select how crisp you want the image to be. Scanning at 100 dpi (dots per inch) creates a very low resolution image while scanning at 600 dpi will give you a very high resolution, very sharp image. Once the records have been scanned, images must be verified to ensure that they have been captured as a readable image (see OAR 166-017-0035 for imaging requirements).

Identification (Indexing) is the process of identifying information that the user can use to later retrieve the digital image. In all cases except for OCR, the image captured through the scanning process is nothing more than a picture. Think of a photograph, if there is no identification of who, what, when and where, the photo is basically useless. The same is true for a scanned image; data entry of the who what and where is needed to retrieve the record in the future – this is called metadata and it allows users to search and retrieve digital images. Prior to scanning, the fields that need to be captured (date created, author, title, etc.) must be identified. This is the most time consuming and labor intensive part of imaging and why the cost-benefit analysis is vital to a successful outcome.

If the document is scanned using OCR, then the content of the record itself becomes searchable. However, OCR scanners are more expensive than regular scanners; OCR images are larger in file size, take longer to scan, do not scan at 100% accuracy; and the accuracy rate goes down significantly if the paper record is faded, has very small font sizes (under 10 point) or includes handwriting.

Storage is where the electronic documents will be kept after they are scanned. Options include an ERMS, file server, external hard drive, jump drive, etc. Retention, access and the city's IT staff will help determine how these records

will be stored. The important thing to remember is that the information must be accessible and readable for the entire length of the authorized retention period. Storage area standards can be found in OAR 166-017-0075.

Retrieval is only as good as the identification and indexing process. Retrieval consists of the user issuing a request for information that is processed by the server (database) storing the images. Success occurs when the right document is retrieved and displayed.

Microfilm is another form of transforming a paper record into a smaller, readable image. Unlike digital imaging, microfilm actually creates an eye-readable image that does not require a machine to read and therefore may be substituted for any paper or machine readable records and retained as the official permanent copy of the record if it is made according to the following conditions:

(1) A security copy of microfilm of public record which has a required minimum retention period of 100 years or longer must be made and stored in accordance with **OAR 166-025-0005 to 166-025-0030**. A security copy must be reserved and used solely as a backup security copy or as a master for making working copy duplicate film when required.

(2) Working copies of microfilm, and microfilm of public records with a minimum retention of less than 100 years, may be made in accordance with agency standards and requirements for the retention of the public records, including the option of using any film, processing system, or storage containers the agency may select.

In addition, electronic records with a retention of 100 years or more can be converted to microfilm for storage using an automated process whereby the records are retrieved and sent electronically to a vendor who then processes the images to microfilm.

Decision Making

The decision to convert records to microfilm should be based on the size of the city, amount of records, available storage space and available finances. Cost comparisons of the microform options should be based on records volume and storage space.

For Assistance Check With:

Additional information may be obtained regarding State Archives and Records Management from the State of Oregon web site at http://arcweb.sos.state.or.us or other cities and counties that have already microfilmed their records:

Beaverton	Lake Oswego	Roseburg
Clackamas County	Lane County	Tigard
Eugene	Newberg	Troutdale
Forest Grove	Redmond	Wilsonville

12 CHAPTER 12 – VITAL RECORDS

What Are Vital Records?

Vital records are irreplaceable records necessary to perform the city's primary mission. They document the city's legal and fiscal rights and obligations as well as the rights of its citizens. Because vital records are irreplaceable, they require additional levels of protection and support by a backup plan. A solid vital records program ensures that only the truly vital records and information receive special protection. They are content based, media neutral, and can be rapidly accessed under emergency conditions.

The asterisk (*) in the retention schedule indicates the record may be classified as "vital" or "essential" in the event of a disaster.

Importance of a Vital Records Program

A vital records program is a cost-effective way to control the risk of loss to one of the city's most valuable assets – its information. An effective vital records program will allow the city to ensure continuity of operations that sustain an organization and its mission following a disaster.

A vital records program can:

1. Reduce vulnerability to litigation
2. Limit exposure to unplanned expenses due to disaster
3. Avoid loss of revenue or sudden loss of efficiency
4. Prevent an interruption in customer service or shutdown of the city government operations

Establishing a Vital Records Program

A vital records program is a critical element and an integral part of a comprehensive records management system.

The vital records program must be approached from a corporate perspective to insure that truly vital records and information receive special protection. Direction and support must be provided by top management. The city Records Officer is in an ideal position to assume responsibility for the program, having both a city perspective and knowledge of city records. With the support of city management the Records Officer can develop a program which protects the interests of the city and is effective and easy to manage. Program Managers should be given responsibility for protecting vital records in their program area.

There are three basic elements of a vital records program:

1. Identifying the vital records
2. Assessing the risks
3. Taking proactive, protective measures

This chapter will explain how to perform each of these three steps.

1. **Identifying Vital Records:** Refer to the City Records Retention Schedule to help identify vital records. A common rule of thumb is that roughly 5 to 10 percent of a city's records are considered vital. Vital records are **not** the same as historical records. They **do not** include records which, although important, are replaceable at reasonable expense. Vital records are one of the city's most important resources.

   The first step is identifying and listing the city's essential functions and the specific records which would be needed to continue or re-establish those essential functions during and following a disaster. Essential functions are those that are critical to the organization's primary mission. Vital records are those records which the city must have to perform the critical elements of its primary mission.

   This assessment must be as objective as possible. Not everything you have is vital; typically vital records represent 3% - 5% of the organization's records. The Records Officer and Program Managers must coordinate with all areas of the city to determine who has the record copy of vital records, who has copies, and where they reside. Close coordination can eliminate useless duplication. Those assigned to this task should be knowledgeable of records retention schedules and aware of any discovery processes and legal holds.

   Levels of value may be graded as follows:

   a. Non-essential Records. Loss of these records would present no obstacle to restoring city operation.

   b. Useful Records. Loss of these records might cause some inconvenience but they could be easily replaced. Loss does not present a real obstacle to restoring city operations.

   c. Important Records. These are replaceable, but at great expense. Loss presents aggravating but surmountable obstacles to resumption of operations.

   d. Vital Records. These records are irreplaceable. Without these records the city cannot continue operations.

   The process of identifying and protecting the city's vital records will require extensive and ongoing cooperation among management and staff. The success of the program depends on the combined judgment and foresight of top management, Program Managers, and records management. The resulting master list of vital records should be reviewed by legal counsel and auditors.

2. **Assessing The Risks:** A vital records program is a form of insurance and a way to control and minimize risks. Risks and hazards to records cannot be eliminated, but better decisions can be made before a disaster than during one. Protecting vital records will involve implementation and maintenance costs, but these costs must be compared with the costs of recovery from a disaster.

Costs may vary depending on the city mission, location, and type of records. For the program to be cost effective, the consequences of losing certain records must outweigh the costs of protecting and preserving them. Certain records can be replaced for less than it would cost to preserve the originals.

Risk assessment should examine the following areas:

a. Environmental risks include nature and weather related factors such as earthquakes, floods, windstorms, and humidity. Building related risks include plumbing, wiring, inadequate alarm systems, heating/air conditioning systems, and leaking roofs. Other environmental dangers include mold, insects and animals.

b. Technical risks are hazards to computer systems and records from power surges, static electricity, improper grounding or poor virus protection. Other problems could be unauthorized access, inadvertent deletion of data, files not backed-up, improper storage for disks/tapes and incomplete software documentation.

c. Security risks include building access, records access, keys, locks, identity theft, alarms and improper destruction of confidential records.

By identifying and reducing risks to records, the city will be better positioned to resume business operations in case of a disaster. Once the vital records are identified and the various risks analyzed and minimized, economical and effective methods of protection should be decided upon.

An effective vital records program will increase the likelihood that the city will be able to function with a minimum of difficulty following a disaster.

3. **Protective Measures:** The most common methods of protecting vital records are:

a. Duplication and Dispersal: Duplication may be performed by various processes, such as photocopying, micro-imaging, magnetic tape or disk storage, cloud storage, and electronic records management systems. There are two basic types of duplication, each of which may involve dispersal. The first type involves preparing extra copies when the record is created. The second option is to reproduce existing records for the sole purpose of protection.

i. Routine dispersal consists of having duplicate copies in a second location for normal business needs. Records are often distributed to other locations as part of regular operating procedure; for example, information copies sent to branch offices and documents filed with other offices or agencies. If the city depends on this form of dispersal to protect vital records in case of a disaster, then the offices or agencies should be made aware of that. Reliable arrangements must be made regarding retention and protection requirements. If records require special equipment to make the information available,

such as a computer or microfilm reader/printer, then that equipment must be pre-positioned. This built-in or routine dispersal of vital records is the least expensive method initially but perhaps not efficient in the long term.

ii. Improvised or planned dispersal is when an additional copy is created solely for protection. The copy is then sent to a vital records depository or other location for security. At the outset of a vital records protection program, it may be necessary to duplicate all the existing documents. Improvised or planned dispersal tends to be more costly.

b. On-Site Storage such as vaults, safes, file rooms, and fire-resistant cabinets and containers all provide varying degrees of protection for vital records. They can be located in or near the office area.

i. Industry standards rate the temperature and humidity tolerances of various types of storage media. Paper begins to deteriorate at 350° F and 65% relative humidity while magnetic and photographic media can only tolerate 150° F and 85% relative humidity.

ii. Vaults are very expensive to build but may be justified if the volume of records is high or the needs of the city dictate this level of protection. In buildings with a high risk of fire, a vault may be the only way to protect records. Standard vault doors come with 2-, 4-, and 6- hour ratings. Vaults resist fire, but are vulnerable to water damage. While fire-proof safes do not give as much protection as vaults, they will resist fire for up to 4 hours. Safes are useful for small volumes of records and for locating the records close to the point of use.

iii. File rooms and fire-resistant cabinets and containers naturally provide less protection than the heavily insulated walls and doors of vaults and safes. They are also less expensive.

iv. Evaluate the risks associated with the loss of the information before investing in any of these on-site storage options.

c. Off-Site Storage can provide extra security and protection to original vital records and economical storage for those that are used very little. It is less likely that an off-site storage facility will be affected by the same disaster that occurs to the primary building. Unlike dispersal techniques where vital records may be distributed to a number of off-site locations, central off-site storage simplifies access and off-site storage usually costs much less than active storage space.

i. Whether the off-site facility is owned and operated by the organization itself or by another city or commercial firm, certain

factors influence the choice of storing vital records in a remote location. The facility should be located away from high risk areas, such as rivers, geological faults, coasts, volcanoes, or man-made structures which might pose a threat. The facility must be accessible to the organization during normal working and emergency conditions. Fire safety, atmospheric conditions, pest control, security and technical services must be carefully evaluated. A communication link between the office and the remote facility may be necessary. Options include city-owned storage, commercial records centers and cooperative records centers.

ii. The decision of how to protect vital records should be based primarily on the basis of cost-effectiveness. Since relative security is all that can be expected, the best choice is the one which best balances the cost of protection and the degree of risk.

Vital Records Operating Procedures

The city should have written policies and procedures covering the use of vital records during daily activities, in emergencies and after disasters. The procedures should cover at least the following areas:

1. Access to vital records
2. Use of vital records
3. Transfer and disposition of vital records
4. Emergencies
5. Disaster Recovery

Vital records policies should be communicated to the entire staff. The staff should be trained in emergency procedures so that everyone knows what to do when disaster strikes. The city should also have a plan for resuming operations following a disaster that is tested on a regular basis.

SUMMARY

A vital records program is a cost-effective way to control the risk of losing the city's vital records, an irreplaceable asset. Vital records document essential functions which are critical to the city's primary mission. The vital records program should be an integral part of a comprehensive records management system. The program involves identifying the vital records, assessing and minimizing the risks to those records and then taking protective measures. These efforts should be tied together by implementation of city-wide policies and staff training.

The need for a disaster salvage operation is directly related to the identification and protection of an organization's vital records. A good vital records plan will lessen a city's

need for disaster recovery.

Remember “hard work yields good results. Local government cannot rely on luck – a vital records program leaves nothing to chance. Just do it, and sleep well at night.”

For more information regarding records disaster planning see Public Records: A Manual for Creating a Disaster Preparedness and Recovery Plan.

13 CHAPTER 13 – RECORDS DISASTER PLANNING

City information and records are a valuable resource requiring protection. They can be protected at very reasonable cost compared with the cost of disaster recovery. Major disasters may be unpredictable and beyond immediate control; however, many disasters can be prevented or their effects minimized.

Taking the following measures to protect city records and information will improve chances of surviving and recovering from a records disaster:

1. Identify and protect vital records
2. Develop a plan and procedures for guidance during and following a records disaster
3. Train the staff in emergency procedures
4. Test and exercise the plan and procedures periodically

What Is A Records Disaster?

A records disaster is a sudden and unexpected event which results in loss of records or information essential to an organization's continued operation. A records disaster plan will facilitate record replacement or reconstruction and quick, efficient resumption of normal business operations in the event of sudden and unexpected loss of records or information. Every city's information management program should include procedures designed to prevent a catastrophic event involving its records. Types of disasters include: fire, windstorm, flood, earthquake, vandalism, loss, theft, hacker attacks, and equipment failure. Subtler but still damaging types of records disasters include: leaking pipes, mold, insects, and rodents.

Consider these examples:

Example 1: A broken storm-drain pipe at the University of Oregon Science Library leaked water into an area storing irreplaceable materials. The pipe was broken by vibrations from building construction next door. Two days later another leak, this time in the basement wall, damaged more library materials. (July 1987)

Example 2: About 5:30 p.m. an employee smelled smoke in a state office building. After a half-hour search, a heated hot plate with papers stacked on top was found. (September 1990)

Example 3: A fire at North Salem High School destroyed Student Records. (February 1990)

Example 4: A fire at Mill City, City Hall destroyed a variety of information and records including those records used to bill for utility services. (September 2010).

Consequences

The examples yielded these consequences:

Example 1: One hundred seventy-seven research journals and over three hundred other volumes were soaked with water. Thousands of books had to be quickly moved to safety. Soaked materials were frozen and taken to Oregon Freeze Dry Foods in Albany where the moisture was removed.

Example 2: The stack of papers was badly scorched but did not catch fire. The damage would have been much worse if the alert employee had not reported the incident.

Example 3: Some paper records were destroyed, but the information was reconstructed from computer files and teacher grade books.

Example 4: Utility billing records, city archival records, and electronic records were destroyed; City Hall was a complete loss.

Being unprepared when disaster strikes has significant and expensive consequences. Information or records could be lost or destroyed which:

1. Protect and document the city's legal rights or interests
2. Protect and document the rights or obligations of citizens
3. Are needed to conduct emergency operations during a disaster
4. Are needed to resume operations after a disaster

What Can Be Done To Prepare?

A records disaster program is an integral part of every records management program and should include procedures designed to prevent a records disaster. The costs of reestablishing operations in the aftermath of a disaster will far exceed the costs of advance preparation.

What Is A Records Disaster Plan?

A records disaster plan is a written, implemented, and periodically tested program to identify, protect, and recover a city's vital records, and to restore normal operations following a disaster.

What Are The Benefits Of A Records Disaster Plan?

Improved protection of important assets: By identifying, protecting, and if necessary, salvaging/reconstructing the city's vital records, a records disaster plan assures continued operation despite hurricanes, floods, earthquakes, fires, strikes, etc.

Reduced insurance costs: Insurance premiums are based on risk. Savings on insurance premiums may be possible if reduced risk can be shown through an effective comprehensive records disaster plan. Risk management

and prevention are less expensive than paying for recovery in the wake of a disaster.

Improved security: A records disaster plan provides improved procedures to protect city records, information, facilities and people.

Improved general management: Preparing a records disaster plan will bring priorities into perspective and help management focus on the most important aspects of the city's mission. Disaster planning can create an atmosphere of confidence because the public will be assured that reasonable precautions have been taken to insure against disaster.

Improved records and information management: This planning process can be an opportunity to make management aware of the need for more attention and emphasis on records and information as important city resources to be protected throughout their life cycles. The plan will require a records retention schedule and a comprehensive vital records program.

Increased ability to act decisively in crisis situations: The shock of a major disaster situation typically causes confusion, fear, and ineffectiveness. Disaster planning exercises provide a training ground for staff and test performance during a simulated disaster.

What Will It Cost?

The tangible and intangible benefits of a records disaster plan are numerous, but they do not come without expense and effort such as:

1. Staff time to prepare and implement a records disaster plan and to keep it current
2. Possible building/equipment modifications or repairs to reduce danger or limit the consequences of disaster
3. Possible upgrading of security and insurance programs
4. Costs of preparing records retention schedules and vital records procedures
5. Possible off-site information storage or microfilming costs
6. Purchase of disaster supplies and equipment
7. Possible contracts or agreements for specific related services such as a computer back-up site or freeze drying of water damaged records
8. Training in safety, records security, records salvage and reconstruction, and general crisis management

These costs must be compared with the potential for huge expenses that can be anticipated from a major disaster.

Many elements of a records disaster program are already in place in most cities, such as insurance programs, building and information security and off-site security storage of microfilmed records and computer tapes. A complete plan, however, will

review, coordinate and improve existing elements resulting in a comprehensive, cost-effective program. A Records Disaster Plan will help integrate and manage the city's records and information resources.

What Is Involved In A Records Disaster Program?

Each city's records disaster program must be tailored to its own mission, governmental structure, and resources. It should provide reasonable measures to deal with probable risks and be periodically tested and updated. The basic components of a records disaster program are:

1. Prevention / Protection
2. Vital Records
3. Recovery

Prevention/Protection: Prevention is much cheaper and simpler than trying to recover or replace damaged or destroyed records. Most disaster prevention and protection involves straightforward, low cost, common-sense measures such as these:

1. Issue a clear policy statement from management initiating the records disaster program and announcing its objectives.
2. Establish responsibility and authority by assigning a staff member to implement and manage the program and prepare a disaster plan. Ideally this should be the city Records Officer. A team composed of representatives from all departments could be formed to assist the Records Officer.
3. Identify, control, and protect vital records.
4. Survey the potential hazards to records correcting as many as possible in cooperation with the building manager. Examples: roof, basement storage, wiring, heating systems, plumbing, unauthorized access, and theft.
5. Make sure insurance coverage is appropriate.
6. Contact risk manager, police department and fire department.
7. Arrange for help from disaster recovery vendors.
8. Assemble and pre-position disaster recovery equipment and supplies.
9. Train disaster team members and other employees.
10. Periodically test and evaluate the plan and procedures.

Vital Records: Records that contain the information needed to continue or re-establish a city's operation following a disaster.

The basic elements of a vital records program are:

1. Inventory all city records
2. Classify records according to relative value and essential city functions

3. Identify the vital records needing protection
4. Assess the risks to specific records
5. Take protective measures such as
    a. Duplication for dispersal
    b. Off-site or remote storage
    c. On-site secure storage

A city with a vital records program is better equipped to cope with disasters. A well-developed records disaster plan will improve ability to cope with most disasters.

Disaster Recovery: *Disaster recovery is the process of resuming normal operations following a disaster.* Some disasters, such as earthquakes or floods are not preventable. However, if vital records are properly protected before, during, and after the disaster, salvage and recovery will be easier and cheaper. Imagine trying to conduct business without records – including electronic records. Imagine the cost of trying to replace those records or reconstructing the information from other resources. Or worse yet – recreating them from scratch.

An effective recovery plan will help impose order in the stressful and chaotic conditions which typically accompany a disaster. It will allow critical decisions to be made in advance. Rapid recovery will promote customer satisfaction and maintain public confidence.

Steps to Recovering After a Records Disaster:

1. Establish priorities for restoring city functions.
2. Identify priorities for salvaging records.
3. Develop a disaster recovery plan with:
    a. Quick reaction checklists,
    b. Alternate operating locations,
    c. Inventory of records and equipment,
    d. Supplies and equipment in a safe place, ready to use; and
    e. Contracts / agreements with disaster recovery agencies and firms.
4. Train disaster recovery team and staff.
5. Test and revise the plan and procedures.

What Is The Planning Process?

The planning and implementation process will enable quick and efficient resumption of normal business after a disaster.

Prevention and recovery can be planned concurrently and integrated into a single plan. Following are some general elements and several specialized elements.

General Elements:

1. Policy Statement: A records disaster recovery plan is a management function. The planning process must have clear, direct authority from top management in the form of a statement spelling out specific goals and objectives. The goal is to specify what the plan will accomplish and inform all staff of what is expected.
2. Activation Authority: The plan must authorize specific staff members to initiate the plan and under what conditions. A disaster to one may only be a nuisance to another.
3. Continuity of Authority: The plan should include a clear statement of the lines of authority which will be in effect during a crisis and list the staff members responsible for managing the crisis situation and making decisions based on the disaster plan and the current situation.
4. Task Organization and Assignment: The plan must spell out specific duties. For example, it should assign staff members to action and recovery teams and list the responsibilities of each team.
5. Notification Procedures: The plan should include procedures for contacting team members, support agencies, and other resources such as vendors, suppliers and consultants. Emergency contact lists should include contact information for each individual.
6. A City Spokesman: The plan should designate one staff member to keep the media and employees informed about the disaster and the recovery efforts. The media and the public will judge a city's effectiveness and credibility by the communications shared.

Specialized Elements:

1. Priority List of Essential Functions to Restore: The plan should include a guideline concerning the priority order in which functions should be restored following a disaster. This guideline will be the result of a management review of functions as they pertain to the primary mission. This review would logically occur during identification of vital records.
2. A Current Records Inventory, Including Vital Records: This inventory will be necessary to help restore essential functions. The list should include record series name, storage media, and location, and guide the recovery team to quick identification of records to save or destroy.
3. Blueprints and Building Plans: These may be very useful during plan development as hazards and risks to city records are reduced or eliminated. Note the locations of utility connections and how to shut off gas, water and electricity. Knowing the routes of plumbing and drains, locations of electrical switches, circuit breakers and alarms will allow more effective planning. Hazardous materials are also of concern. Blueprints, plans and drawings can provide an accurate picture of access routes, records and equipment locations. This knowledge will assist the recovery team in assessing the

damage and restoring city operations.

4. Alternate Operation Location Information: If alternate locations are needed to restore city operations, they should be clearly identified in the plan. Emergency operations and disaster recovery plans should be outlined in a way that guides the recovery team, reduces confusion and facilitates recovery and restoration.

If the city needs the ability to restore information processing immediately, formal arrangements may be necessary for a hot site or cold site. A hot site is a fully configured computer center with equipment installed and ready to operate. A cold site is a computer site or room that is set up and ready for equipment to be installed and immediately begin operations.

A Current Inventory of Information Processing and Communications Equipment: This will help restore computer operations if replacement equipment is needed. The inventory should list specific information, such as manufacturer, vendor, equipment model, date purchased, serial number, modifications and applications.

Documentation of all support resources should be a part of the plan. Copies of contracts and agreements for support, salvage, reconstruction, alternate sites, and vendors should be kept with the plan. Informal agreements with civil support agencies such as police and fire department should also be included.

A List of Disaster Recovery and Salvage Equipment and Supplies: A disaster kit should be assembled and should contain the equipment and supplies needed to respond to and recover from a disaster. It should be stored off-site to insure that it will be available. An inventory of the contents should be included in the plan.

A List of Additional Recovery Resources: Include contact information for local fire, police, civil defense, ambulance service, disaster response agencies, professional consultants, and vendors. Specific types of support which may be needed include freezer space and/or freeze drying service and document restoration.

For more detailed instruction and guidance, refer to the document Public Records: A Manual for Creating a Disaster Preparedness and Recovery Plan, which is available online at the Oregon Secretary of State's website.

Recovering From a Water Disaster:

Water can get into records in a variety of ways: leaking roofs, pipes, and basements, sewer backup and fire extinguishing. Some factors to consider during recovery from disasters in which records have been damaged by water are:

Paper Records: Speed and organization are critical. Within 24 hours, paper will stick together and ink may run. Wet paper records can begin to mold within 48 hours. After five days wet paper begins the irreversible process of breaking down chemically and physically.

As soon as possible, find out the linear or cubic footage of paper and other records which will need to be dried. Non-vital records are most likely not worth the cost to dry

and restore. Remove disposable and replaceable records as soon as practical; this will lower the humidity in the damage area. Keep an inventory for insurance and replacement purposes.

Freeze wet paper records as soon as possible. Blast freezing is the best but normal freezing is acceptable. Once frozen, they are safe from deterioration but still must be dried. Freeze drying and vacuum drying, the quickest and most effective, are usually the most expensive.

Paper records may be air dried if staff, time and space are available. Air drying may work well for small amounts but does not work for coated (slick) paper. Air dried paper may still need to be treated for mold.

Microfilm and Photos: If silver microfilm is allowed to dry on the reels, it will stick together in a solid mass. The gelatin on all emulsion films will break down and stick together. Color photos will fade. Fungus will destroy images on all types of film. Keep microfilm and photos submerged in water until professional help can be retained. Do not freeze wet film or prints.

Electronic Media: Magnetic media is more sensitive to heat and water than paper records. Water damaged magnetic media can be frozen and vacuum dried and then professionally cleaned. Freezing should be done within 48 hours. Isolate wet tapes from other tapes.

SUMMARY

Disaster recovery is the process of resuming business following a disaster. Being unprepared for a records disaster can be expensive and have a significant impact on business operations. The proper protection of vital records before, during, and after a disaster will greatly simplify salvage and recovery operations.

An effective records disaster plan allows critical decisions in advance, before that unexpected event. The basic elements of the plan are; prevention and protection, vital records, and recovery. The benefits of a records disaster plan include improved protection of valuable assets and improved records and information management. The costs of developing and implementing a plan must be balanced against potential losses which would result from a disaster.

The process of developing, implementing, and testing the plan will focus attention on mission priorities, increase awareness of basic disaster prevention and recovery methods and increase confidence in the efficiency of the agency’s operations.

14 CHAPTER 14 – DEPARTING EMPLOYEES

Almost every employee creates records as a part of his or her job. Of the records created those that apply to a person's job or to the City or District are the entity's property. Records may be paper, e-mail, or electronic. Often employees will keep them in their own desks, filing cabinets or on their computer drives. When an employee leaves a position or transfers, all records under the control of that employee should be reviewed and dealt with according to policy or established procedure.

Establishing a policy for the management and protection of records and information when an employee either a) leaves an agency permanently or b) transfers to another department within the agency can assist with the management and protection of records and information. This is the key to protecting a city or district's assets and to ensuring that violations do not occur under ORS 162.305 Tampering with a Public Record.

Simply put, identifying and transferring records means figuring out what you've got and putting it where it belongs. For example, do you have records that need to be filed in the city's organizational system? Are the records active or inactive? Does the employee have non-records that may be discarded? Scheduling time to sort and clean before an employee leaves can aid in a functional transfer of records so that the Records Manager does not end up with boxes of little or no value.

Key Elements of a Departing Employee Policy:

1. Work with departing employee to identify records in their possession. Align with Human Resources when pending retirees first announce their retirement date. Align with Information Services (or IT) department for electronic records disposition/storage/retention. Be proactive – schedule a cleanup time to assess records before employee leaves.
2. Utilize a Records checklist to assist in this task (See example from METRO policy at end of chapter).
3. Outline responsibilities. These could include but are not limited to the following:

   Departing Employee:

   a. Returns checked out documents or files to the Records Coordinator.
   b. Discards or removes personal papers.
   c. Discards non-records that are no longer useful.
   d. Labels any non-records that are still useful with the word "non-record" and turns it over to Records Coordinator or Supervisor.
   e. If trained, matches any remaining records in their workspace to the records retention schedule and groups them.

f. Labels files or loose records eligible for destruction and turns them over to Records Officer for disposition.

g. Gets permission from supervisor or manager to remove extra copies of any materials they want to take with them.

Supervisor:

A. Notifies Human Resources and Information Services in a timely manner.

B. Identifies departing employee's records and reviews and inventories for location, content and disposition.

C. Transfers and reassigns all electronic records including email and terminates employee network access.

D. Removes all personal papers and pre-approved copies.

E. Documents any unauthorized removal, loss or destruction.

4. Determine what to do with remaining records.

A. Are they active records? Do they need to be transferred to another employee? If so, which employee?

B. Are they inactive records? Do they need to be prepared for storage or destruction?

The following pages are example Departing Employee policies and forms.

A Generic Departing Employee Records Guide

These guidelines define the roles and responsibilities of supervisors and employees regarding the management and protection of records and information when an employee permanently leaves the City or transfers to a new position within the City. An employee includes full-time, part-time, temporary or seasonal workers and interns.

Supervisors have custodial responsibility for the records and City resources under the control of their subordinates. Supervisors are responsible for ensuring City records are returned upon an employee's departure whether or not the departing employee is available to participate.

Any intentional destruction or removal of records may lead to a criminal conviction under Oregon law. Although City records may not be removed, departing employees may request copies of records under Oregon's Public Records Law through the City's public records request procedures. Occurrences of unauthorized records destruction or removal from departmental custody without appropriate approval should be reported immediately to the departing employee's supervisor and the city recorder's office, as well as to the city attorney.

Employee responsibilities:
The departing employee (if available) will ensure:

- Timely notification of impending departure to his/her supervisor
- The protection of public records in his/her custody through succession planning with appropriate staff
- That all City public records are turned over as soon as practicable upon termination of employment (this includes the return of an records stored on home computers, portable devices, or portable media, whether owned by the employee or the City)

Supervisory responsibilities:
The supervisor, with the assistance from the departing employee (if available) and knowledgeable program and administrative staff, as well as the city recorder's office, will ensure:

- Timely notification of Human Resources of impending departure and use of the Termination Checklist for Supervisor Use, which includes the **required** Records Checklist for Departing Employees
- The identification, review and inventory of the departing employee's records for location, content and disposition
- The collection, transfer and reassignment of all paper and electronic records, including email, and the termination of the departing employee's network access (with the assistance from Information Services staff)
- The removal of materials by the departing employee is limited to personal papers and preapproved copies (otherwise document any unauthorized removal, loss or destruction of records)
- The assignment of active records to other staff, transference of inactive records to storage in Archives or to destruction if:
    - The records have satisfied the City's records retention schedule requirements, *and*
    - There is no pending litigation or conditional hold, *and*
    - The records destruction request form has been completed and approved.

For policy information, please see _____ in the personnel policy manual. [do we want to include the long policy in the manual?]

Date received by HR:

Records Checklist for Departing Employees

Departing Employee Name: _____ Departure Date: _____

Public record means any information that is prepared, owned, used or retained by a state agency or political subdivision; relates to an activity, transaction or function of a state agency or political subdivision; and is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the state agency or political subdivision (ORS 192.005).

An employee who destroys, alters or withholds public records may be found guilty of tampering with a public record (ORS 162.305), which is a Class A misdemeanor and punishable with up to a year in prison and a $6,250 fine.

Records Inventory

The following inventory is to be completed by the departing employee's supervisor and, when possible, the departing employee. Each step is sequential. If you have questions, contact the city recorder's office.

Work station – includes desk, file cabinets, lockers, mail box, other storage
Email – includes Inbox, Sent Items, Deleted Items, Archives and all other mail folders
Network – includes any information in folders in private or shared drives
Hard drive – includes the C drive, CDs and other digital media storage
Internet Storage – includes Cloud-based storage and internet email accounts

Steps	Work Station	Email	Network	Hard Drive	Internet Storage
Remove all personal non-work related records.					
Sort records according to their associated project or classification as appropriate.					
Reassign active records to those assuming the workload of the departing employee.					
Sort any inactive records using the records retention schedule to see if they can be destroyed or if they need to be retained.					
Designate a storage area for any inactive records that must be retained for a while and assign staff to destroy the records when the retention period has been met.					

The signing parties certify all records belonging to the City were returned by the departing employee. The supervisor has read the Departing Employee Records Guidelines and fully understands his or her role regarding records management.

Supervisor Signature: _____ Printed Name: _____ Date: _____

Employee Signature: _____ Printed Name: _____ Date: _____

Metro Records Checklist for Departing Employees

RECORDS CHECKLIST FOR DEPARTING EMPLOYEES

Date Received by HR

- Read and Complete Boxes 1 – 6
- When completed forward to Human Resources

(1) Departing Employee's Last Name	(2) Departing Employee's First Name	(3) Departure Date

(4) Records Management

I. A public record "includes, but is not limited to, a document, book, paper, photograph, file, sound recording or machine readable electronic record, regardless of physical form or characteristics, made, received, filed or recorded in pursuance of law or in connection with the transaction of public business, whether or not confidential or restricted in use" (ORS 192.005). Exceptions include: extra copies for convenience or reference, stock publications, and voice messages.

II. If you have created, received, filed or recorded a record, regardless of its physical form and in pursuance of law or in connection with the transaction of public business, you have a public record. Even if you do all your work on a computer and never print or sign anything your electronic creations are subject to Public Records law no matter where they are stored. *See page 4 for help determining if you have a public record*

III. A public employee's failure to follow the records retention schedules, whether out of ignorance, negligence, or contempt can be considered a crime. Metro sets a high value on the management of and access to public records. An employee who destroys, alters, or withholds public records may be found guilty of "Tampering with a Public Record" (ORS 162.305), punishable by a year in prison and $5,000 fine.

(5) Records Inventory Table/Checklist

The following table is to be completed by the departing employee's supervisor and, when possible, the departing employee. The steps ensure proper records retention. Each step is sequential, making the records management process easy and consistent. To the right of each step is a check off box. Check off each area as you complete the records review. For areas that do not apply, write **NA** on the line. **Questions? Contact Metro's Records Officer.**
Definitions of Areas to Review can be found on the next page.

Steps For Supervisor/Employee		Areas to Review For Records				
		Station	Email	Network	Hard Drive	Internet Storage
Step 1	Remove all personal non-work related records as defined in *Documenting Your Public Service.*	☐__	☐__	☐__	☐__	☐__
Step 2	Sort records according to their associated project or category.	☐__	☐__	☐__	☐__	☐__
Step 3	Reassign active records to those assuming the workload of the departing employee. If inactive records remain, continue on to Step 5.	☐__	☐__	☐__	☐__	☐__
Step 4	Using your program's retention schedule, sort and label inactive records in each area by the following categories (more than one category may apply in each area): a. Records that have not yet met their retention timeline *(Do not destroy records until approved by Metro's Records Officer see Step 6)* b. Records requiring permanent retention c.. Records due for destruction	☐__	☐__	☐__	☐__	☐__
Step 5	Supervisor: Submit sorted inactive records to RIM staff for proper handling, which may include storage, processing for permanent retention, or destruction	☐__	☐__	☐__	☐__	☐__

Metro Departing Employee Records Checklist (6/11/09)

Definitions of Areas to Review for Records	
Station	An employee's entire workstation: desk, file cabinets, lockers, mailbox, other storage
Email	Includes Inbox, Sent Items, Deleted Items, Archives, and all other mail folders
Network	Includes any information the employee puts in folders whether in private or shared areas.
Hard Drive	Generally the C: drive, but could be others. Include CD's and other digital media storage.
Internet Storage	Includes Cloud-based storage, including internet email accounts.

	YES	NO
I. Did the departing employee participate in this process?	☐	☐
II. To the best of your knowledge, is the employee taking any Metro records?	☐	☐
If *Yes*, were records personnel and OMA (if applicable), consulted to verify that the documents have been reviewed and approved for removal by the employee? Records that must not be removed include, but are not limited to, any material relating to pending or contemplated civil, criminal, or administrative proceedings or other program information, which if released, would impair or prejudice the outcome of the proceeding or policy determinations, decisions, or other actions. No records may be removed without the approval of Metro's Records Officer.	☐	☐

Additional Comments:

Metro Departing Employee Records Checklist (6/11/09)

(6) Signatures		
Statement: The signing parties certify all property belonging to Metro was returned by the departing employee. All items listed under Boxes 5 were turned over to the appropriate recipients. An inventory of the records in the employee's custody took place on the employee's last working day and the *Records Checklist For Departing Employees* was completed. If the *Records Checklist For Departing Employees* could not be completed on the employee's last day notify Metro's Records Officer.		
Acknowledgments: Supervisors have custodial responsibility for the records and Metro resources under the control of their subordinates. Supervisors are responsible for ensuring Metro records are returned upon a subordinate's departure whether or not the departing employee is available to participate. This is regardless of the departing employee's status (e.g., full-time, temporary, intern, seasonal, other). Supervisors have the responsibility to ensure that while the *Records Checklist For Departing Employees* is completed no unauthorized destruction or loss of work related records occurs. If such an event takes place it is understood that the Agency Records Officer must be contacted immediately. The departing employee (when possible,) will cooperate with the Records Officer to document any unauthorized destruction or loss of records. The Supervisor has read the Records and Information Management (RIM) Policy for Departing Employees and fully understands his/her role regarding Records and Information Management. Non-compliance with the *Records Checklist For Departing Employees* and all related procedures threatens the preservation of Metro's corporate memory. It is a violation of the Secretary of State's Records and Retention Policies and may also violate ORS 162.305 *Tampering With Public Records.*		
Supervisor Signature:	Printed Name:	Date:
Departing Employee Signature:	Printed Name:	Date:
RIM Signature:	Printed Name:	Date:

Metro Departing Employee Records Checklist (6/11/09)

CITY OF WILSONVILLE POLICY

The purpose of this policy is to clearly define the roles and responsibilities of supervisors and employees relating to the management and protection of records and information when an employee permanently leaves the City of Wilsonville or transfers to a new position within the city. Compliance with this policy is consistent with the City's commitment to responsible stewardship of its records and information assets. Failure to adhere to this policy may constitute a violation of ORS 162.305 Tampering with Public Records.

Depending on the terms of departure, the supervisor shall make every effort to work with the departing employee to identify agency records in their custody. Supervisors must require terminated employees to turn over all public records to the City of Wilsonville immediately upon termination. Access to City of Wilsonville's public records and computer systems will immediately cease upon termination of the employment relationship. The Records Checklist for Departing Employees must be completed and signed by the departing employee's supervisor to verify that City records (regardless of format) have been identified and transferred to ta records management custodian or reassigned to an appropriate (e.g. knowledgeable) employee.

Records may not be removed from the City's custody or destroyed in a manner inconsistent with the procedures established in the "General City Records Retention Schedule". Any intentional destruction or removal of records may lead to a criminal conviction under Oregon law. Occurrences of unauthorized records destruction or removal from departmental custody without appropriate approval should be reported immediately to the departing employee's supervisor and the City's Records Officer (Recorder) as well as the City Attorney.

Applicable to:

All City of Wilsonville Employees. Employees shall be given a copy of this policy for review with the understanding that adherence is consistent with the City's commitment to responsible steward of its records and information assets.

Guidelines:

This policy pertains to all public records residing on servers, hard drives, e-mail systems, on any digital media and in paper filing systems. Public records are defined under Oregon Law as "any writing that contains information relating to the conduct of the public's business…" It applies to all City officials, permanent and temporary employees (including interns and seasonal staff), volunteers, contractors, and consultants.

Responsibilities:

EMPLOYEE:

The departing employee (if available) shall ensure:

- Timely notification of impending departure to his/her supervisor
- The protection of public records in his/her custody through succession planning with the appropriate staff (e.g. program supervisor, knowledgeable staff, and administrative or records personnel)
- That all City public records are turned over as soon as practicable upon termination of employment. This includes the return of any records stored on home computers, portable devices, or portable media, whether owned by the employee or the City.

SUPERVISOR:

The employee's program supervisor, with assistance from the departing employee (when possible), knowledgeable program and administrative staff, or records staff shall ensure:

- Timely notification of Human Resources, Information Services, and Appropriately designated staff of the employee's departure
- That the departing employee's records are identified, reviewed, and inventoried for location, content, and disposition
- The transfer and reassignment of all electronic records, including email, and the termination of the departing employee's network access
- The departing employee turns over all City public records as soon as practicable upon termination of employment. This includes the return of any records stored on home computers, portable devices, or portable media, whether owned by the employee or the City of Wilsonville
- That removal of materials is limited to personal papers and pre-approved copies

- The Records Checklist for Departing Employees is completed and signed to verify that all records have been identified and reassigned to another employee.
- Any unauthorized removal, loss or destruction of records is documented by attaching a list to the records Checklist for Department Employees report to the City's Records Officer (Recorder)
- That the completed Records Checklist for Departing Employees is forwarded to Human Resources for inclusion in the employee's file

INFORMATION SERVICES (IS)

IS staff will work with the departing employee's supervisor to assist with:

- Transfer of the departing employee's electronic records, including email, to the program supervisor or designated staff
- The termination of the employee's access to computer files and servers

KNOWLEDGEABLE PROGRAM WORKERS AND ADMINISTRATIVE STAFF

Supervisors may involve program staff as necessary to ensure that:

- Active records are reassigned to another employee(s)
- Inactive records are processed for either off-site storage or adequately identified, boxed and stored onsite
- Permanent records are prepared for microfilming and scanning
- Records are destroyed only if:
    - They have satisfied the retention requirements, and
    - There is no pending litigation or conditional hold, and
    - The City Destruction Log has been completed and approved
- Information regarding unauthorized destruction or loss of records is communicated to the supervisor and the City's Records Officer (Recorder)

RECORDS AND INFORMAGEMENT MANAGEMENT PROGRAM STAFF

RIM Program staff will consult and provide guidance to supervisors and employees regarding the implementation and use of Departing Employees RIM Policy and procedures.

Records and Information Management Procedures for Departing Employees

PROCEDURES

All supervisory have custodial responsibility for the records under the control of their subordinates. The policy and procedures regarding departing employees address the specific roles and responsibilities that attend the termination or transfer of an employee's employment at the City. Supervisors are responsible for following the procedures below (including completing the Records Checklist for Departing Employees) whether or not the departing employee is available to participate and regardless of the departing employee's status (e.g., full-time, temporary, intern, seasonal, other).

The purpose of these procedures is to preserve the integrity of the City's records and information. Following them is necessary for the continuity of the work performed by the departing employee's Program.

The employee's program supervisor (with assistance from the departing employee, knowledgeable staff, IS and records staff) will:

- Notify Human Resources, Information Services, and appropriately designated staff of the employee's departure
- Work with IS staff to take custody of the departing employee's electronic records, including email, and appropriately reassign them, and terminate network access upon departure
- Identify, review, and inventory the departing employee's hardcopy and electronic records for location, content, and disposition[1]
- Confirm that the departing employee has returned any records stored on home computers, portable devices, or portable media, whether owned by the employee or the City of Wilsonville Complete and sign the Records Checklist for Departing Employees to verify that all records have been identified and reassigned to appropriate staff
- Limit removal of materials by the departing employee to personal papers and copies that have been pre-approved for removal and document as per instructions on the Records Checklist for Departing Employees
- Document and report any unauthorized removal, destruction or loss of records to the Records Officer (Recorder and City Attorney)

[1] Disposition may include any of the following: transferring records to another staff member; transferring records to off-site storage; processing permanent records for microfilming and long term storage; or destroying records that have met retention requirements.

- Forwarded the Records Checklist for Departing Employees to Human Resources for inclusion in the employee's file.

Knowledgeable Program Workers will:

- Assist with the reassignment of active records to another employee(s)
- Review the retention requirements of the records
- Inform supervisor regarding unauthorized destruction or loss of records

Administrative Staff will:

- Process inactive records for either off-site storage
- Prepare permanent records for microfilming and off-site storage (as directed)
- Prepare records for destruction when:
    - They have satisfied the retention requirements, and
    - There is no pending litigation or conditional hold, and
    - The City Destruction Log has been completed and approved

Records and Information Management Program staff will

- Assist the supervisor in identifying, reviewing and inventorying the departing employee's hardcopy and electronic records
- Provide assistance to the supervisor, as appropriate, in the reassignment of active records to another employee

Attachment:
Records Checklist for Departing Employees Form

A APPENDIX A - NETWORKING

An important City Recorder asset is networking with other City Recorders, Records Managers and the State Archivist:

Mary Beth Herkert
State Archivist
800 Summer Street NE
Salem, OR 97310

(503) 373-5196

Additionally, membership in the following organizations which provide beneficial newsletters, handbooks, and educational opportunities may be helpful:

Oregon Association of Municipal Recorders (OAMR)
http://www.oamr.org

Association of Records Managers and Administrators (ARMA)
http://www.arma.org

National Association of Government Archivists and Records Administrators (NAGARA)
http://www.nagara.org

International Institute of Municipal Clerks (IIMC)
http://www.iimc.com

Other resources where you can find additional information or contact others may be viewed in The article "Top 7 Records Management Resource Groups" located at: http://www.recordsmanagementresources.com/resources-general/the-top-7-records-management-LinkedIn-groups/

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B APPENDIX B - GLOSSARY

Access – The availability of or the permission to consult records or archives.

Accession – The act and procedures involved in transfer of records or papers into the physical custody of an archival agency, records center or manuscript repository.

Active Record – Records maintained in an area where they are actively referred to during everyday operations. Records are used on a daily, weekly, or monthly basis

Adequacy of Documentation – A standard of sufficiently and properly recording actions and/or decisions, designed to furnish the information necessary to protect the legal and financial rights of the government and of persons directly affected by the agency's activities.

Administrative Records – Records relating to budget, personnel, supply and similar housekeeping or operational functions common to most agencies, in contrast to program records.

Administrative Value – A record that assists in the operation of government and ensures administrative consistency and continuity.

Alphabetical File – A file in which documents are arranged alphabetically by name or subject.

Alphanumeric – A filing system or code which combines alphabetic and numeric symbols to classify records.

Appraisal – The process of determining the value of records based on their current administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

Archival Records – Records of continuing and enduring value useful to the citizens and necessary to the administrative functions of public agencies.

Archival Value – A continuing/long term value. Records with this designation are usually assigned a "permanent" or indefinite retention period.

Archives – A collection of records which is judged worthy of permanent preservation for reference and research purposes.

Archives Administration – The management or direction of the program and archival agency, including the following basic functions: appraisal, disposition, accessioning, preservation, arrangement, description, reference service, exhibition and publication.

Audio Visual Records – Records in pictorial or oral form, regardless of format. Includes still photographs (or still pictures), graphic arts (poster or original art), motion pictures, video recordings, audio or sound recordings and related records.

Case File – Groupings of documents that pertain to a particular person, place or thing. A case or project file may consist of correspondence, form records, memoranda or a combination of those, all pertaining to the same person, place or thing.

Central Files – The records or files of one or several offices or organizational units physically and/or functionally centralized and supervised in one location.

Closed File – A file in which action has been completed and to which further documents are not likely to be added.

Computer Output Microfilm (COM) – The process of converting the data on a magnetic computer tape directly onto microfilm.

Confidential Records – A record of information requiring protection against unauthorized disclosure.

Continuing Authorization – The legal authority to destroy currently created records at a designated time or upon fulfillment of specific events or conditions.

Copy – A reproduction of an original document.

Correspondence – Letters, memorandums, notes, telecommunications, emails, and any other form of addressed, written communications sent and received.

Cubic Feet – For records inventory purposes, an approximate measurement to describe the amount of space records occupy. Approximations: Letter size file drawer = 1.5 c.f.; legal size file drawer = 2 c.f.; legal/lateral size = 4.5 c.f.; single file folder (3/4" thick) = .10 c.f.; one carton (15"x12"x10") = 1 c.f.

Current Records – Records regularly used for the conduct of the current business of an organization.

Custody – Guardianship or control of records including both physical possession and legal responsibility, unless one or the other is specified.

Deacidification – The process by which the pH of a paper document is raised to a minimum of 7.0 to assist in its preservation. The process is now generally used before documents are thermoplastically laminated.

Declassification – The purpose or result of determining that information is no longer confidential.

Disposition – The actions taken with regard to non-current records following their appraisal. The actions include transfer to a records center for temporary storage, transfer to an archival agency, donation to an eligible repository, reproduction of microfilm and destruction.

Dossier – An accumulation of documents in a folder or file unit concerned with the same purpose and filed together to give information about a real or corporate person. The term is sometimes applied to a case file or a particular transaction.

Electronic Record Management – A system of record management in which information is stored on electronic or optical media instead of recorded on paper and is identified, controlled and disposed of according to records management practices.

Encapsulation – A method of providing support to a fragile and brittle document, which generally is in a single sheet format, by placing the document between two sheets of

polyester film, the edges of which are held together by double-sided tape, machine sewing, heat seal or ultrasonic weld.

Environment – Conditions surrounding the system that influence the system's operation.

Exempt Records – These are documents which can be destroyed under the Oregon Revised Statutes (ORS) when no longer needed for administrative purposes and without authorization by the State Archivists. Including are the following:

1. Inquiries and requests from the public and answers thereto not required by law to be preserved or not required as evidence of public or private legal right or liability.
2. Public records which are photocopied.
3. Letters of transmittal and acknowledgement, advertising, announcements and correspondence or notes pertaining to reservation of accommodations or scheduling of personal visits or appearances.

Facsimile (FAX) – An exact copy of a document, drawing, photograph, etc. A method or device for transmitting such a copy via telephone or radio for reproduction elsewhere.

Fumigation – The process of exposing records, usually in a vacuum or other airtight chamber, to poisonous gas or vapor to destroy insects, mildew, or other forms of life that may endanger them.

Governmental Records – State and local records made or received by an office or agency of the state and/or an officer or agency of the county, city, town, school, district, municipal subdivision or corporation or other public authority or political entity within the state pursuant to state law or in connection with the transaction of public business by an officer.

Holding Maintenance – Unfolding documents, placing them in acid-free folders and boxes and shelving them in environmentally controlled and secure storage.

Image, Microfilm – A micro-image of one side of a single document.

Inspection, Microfilm – Periodic checks of stored original silver halide microfilmed records (and duplicate records stored for security purposes) to detect deterioration or damage (e.g. for brittleness, buckling, mold or mildew, discoloration or fading).

Inventory – A descriptive list of each record series giving such data as title, inclusive dates, quantity, arrangement, relationships to other series, and description of subject content. A survey of records conducted prior to disposition or the development of records retention schedules.

Lamination –

1. A mechanically assisted process, generally preceded by de-acidification, for reinforcing a weak or damaged paper document by enclosing it between two sheets of plastic foil, usually cellulose acetate, and two sheets of tissue which, through the application of heat and pressure, become thermoplastic and impregnate the original. More properly referred to as thermoplastic lamination to

distinguish it from hand lamination or commercial and industrial lamination process.

2. A manual process for protecting or reinforcing a weak or damaged paper document by enclosing it between two sheets of tissue which are bound to the document by acetate.

Legal Size – A standard paper size 8 ½ x 14 inches.

Letter Size – A standard size paper 8 ½ x 11 inches.

Linear Foot – The measurement of shelf space occupied by records. One linear foot of textual records is the equivalent of one cubic foot.

Logical Record – A compilation of related data elements, referring to one person, place, thing, or event, treated as a unit. Logical records can have a specified number of characters (fixed length records) or the number of characters in each record can vary within limits (variable length records).

Machine Readable Records – Information recorded on media such as jump drives, CDs, DVDs, magnetic tapes, disks, diskettes, optical disks or punched paper. Increasingly referred to as electronic records.

Microfiche – A sheet of microfilm containing multiple micro-images in a grid pattern. It usually uses a title which can be read without magnification.

Microfilm – A fine grain, high resolution film containing an image greatly reduced in size from the original. The recording of microphotographs on film.

Non-Record – Published books and pamphlets, books and pamphlets printed by a governmental printer, worksheets used to collect or compile data after that data has been included in a record, answer pads for a telephone or other informal notes, desk calendar, stenographers' notebooks after the information contained therein has been transcribed, unused forms except ballots and as indicated in a retention schedule, brochures, newsletters, magazines, newspapers except those excerpts used as evidence of publication, scrapbooks, and physical property artifacts.

Non-Record Materials – Government owned information materials excluded from the legal definition of records. Includes extra copies of documents kept only for convenience of reference, stocks of publications and of processed documents, and library or museum materials intended solely for reference or exhibition. Also called non-records.

Numerical File – A file in which documents are arranged in numerical sequence as a primary means of reference.

Office Files And Memoranda – All records or documents not defined and classified as official public records; including duplicate copies of official public records and internal administration documents.

Office Of Record – The office assigned the responsibility for the custody and maintenance of the records of the activities it serves.

Permanent Record – Records which have a permanent or enduring historical, administrative, legal or fiscal value and which, therefore, should be retained and preserved indefinitely.

Personnel Record – Any item, collection, or grouping of information about an individual that is maintained by an agency. This includes, but is not limited to, the individual's education, financial, medical, or employment history, or items that contain or make reference to the individual's name, identifying number, symbol, or other identifying particular assigned to the individual such as finger or voice print or photograph.

Physical Record – A record treated as a unit because of its physical form. A collection of data defined in terms of physical parameter, rather than logical content.

Political Subdivision – A city, county, or district, or any other municipal or public corporation of this state.

Processing, Microfilm – Developing and fixing images on film after exposure.

Production, Microfilm – Exposing images on film and processing them for inspection, duplication and use.

Protective Enclosure – Various types of protective containers for the storage of fragile items.

Public Record – Records created or received and maintained in any public sector agency.

Quality Assurance – the act of monitoring, controlling and tracking the quality of a system, project or product in order to ensure it meets acceptable standards.

Record – Documentary evidence, regardless of form or medium, created, received, maintained and used by an organization (public or private) or an individual in pursuance of legal obligations or in the transaction of business.

Record Keeping Requirements – Statements in statutes, regulations, or agency directives providing general and specific information on particular records to be created and maintained by the agency. Since each agency is legally obligated to create and maintain adequate and proper documentation of its organization, functions, and activities, agency record keeping requirements should be issued for all activities, at all levels, and for all media, and should distinguish records from non-record materials for agency purposes.

Records Center – A facility, sometimes especially designed and constructed, for the low-cost and efficient storage and furnishing of reference service on semi-active records pending their ultimate disposition.

Records Officer – Coordinates the agency's records program by administering records policies and procedures, scheduling record destruction, supervising the destruction of records, assisting in establishing and maintaining filing systems; and serving as liaison between the department and the Records Officer. The City Records Officer works with and coordinates the records management program with the Department Records Officer(s) who oversees the program within their department. Other titles for the

position of Records Officer include Records Manager, Records Supervisor, and Records Coordinator.

Records Management – The application of management techniques to the creation, utilization, maintenance, retention, preservation, and disposition of records, undertaken to reduce costs and improve efficiency in records-keeping. Includes management of filing and microfilming equipment and supplies; information retrieval systems; files, correspondence, reports, and forms management; historical documentation; micrographic systems applications; retention scheduling; vital records protection; and disaster recovery.

Records Retention Plan – A two part plan for identifying the permanently essential records of an agency. The first part designates categories of records that deserve preservation or those functions and activities for which the documentation should be preserved; the second part designates the location and titles of particular series or segments of series in which the documentation or categories can be found.

Records Series – Consists of records accumulated over a period of time and arranged in an organized file or set of files which can be described, handled, and disposed of as a unit. A record series may consist of records of a single type or format, or of records kept together because they relate to a particular subject or result from one activity. The physical form of records in a series may vary: paper; film, or other media (including computer storage); volumes, folders, reels, etc., being used at different times. The filing arrangement may be chronological, alphabetic, numeric, coded, or any combination of filing arrangements. A series may, at a particular time, consist of a single folder, or of hundreds of feet of files. Each record series must be specifically defined and include only records with the same retention period.

Retention Period – A retention period is calculated from the date the public record was created unless otherwise stated.

Schedule – A document governing, on a continuing basis, the retention and disposition of the recurring records series of an organization or agency. Sometimes referred to as records schedule, a records control schedule, a retention schedule, a disposal schedule, a records retention schedule, and/or a comprehensive records schedule.

Semi-Active Records - A record of primary value that is referred to occasionally.

Series – File units or documents arranged according to a filing system or kept together because they relate to a particular subject or function, result from the same activity, document a specific kind of transaction, take a particular physical form, or have some other relationship arising out of their creation, receipt, or use, such as restrictions on access and use. Also called a record series.

Specific Authorization – The legal authority to destroy records which are no longer needed or to destroy records through a particular date or under a particular condition.

State Agency – Any state officer, department, board, commission, institution, or court created by the Constitution or statutes of this state excluding the legislative assembly or its committees, officers and employees.

Transfer – Movement of records, usually from a government agency to a records center, for storage, service and protection.

Transitory Records – Records having only transitory value. These include original and informational copies of documents that involve a routine transaction, do not contain procedural or policy matter applicable to the receiving office, or require action by the receiving office, or that do not contain information of continuing reference value.

Vital Records – Records that are essential to the continued functioning or reconstruction of an organization during and after a disaster and also those records essential to protecting the rights and interests of that organization and of the individuals directly affected by its activities. Essential Records also include emergency-operating records and it is recommended that duplicates or extra copies be located off-site.

Working Papers – Documents such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents.

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C APPENDIX C – RESOURCES

National and Regional Suppliers, Service Providers and Information Assistance Resource List

This lists that appear on the following pages are simply a sample of services available. For current suppliers/assistance, use local yellow pages or internet search engine.

Since most of the firms included on this list have been involved in disaster recovery operations in government offices, libraries, archives, and records centers, they are likely to be sensitive to the special requirements of a wide range of record media formats.

Traditional archival, conservation and library suppliers carry many basic disaster recovery supplies such as Mylar, blotting paper, etc. Catalogs may be requested by letter, phone, or, in many cases, online.

Other local resources may be identified through the Yellow Pages under headings such as: *dehumidifying equipment*. This includes firms that provide dehumidification services on-site and/or at their plants; *fire and water damage restoration*; *janitor service* for assistance with basic clean-up; *pest control services*, which will include fumigation as well as extermination; *smoke odor counteracting service* for firms that specialize in cleaning and deodorizing; and *water damage restoration*.

Before including any organization in your records disaster preparedness, response, and recovery plan's list of suppliers and service providers, contact the company to verify the information, identify a contact person, gather cost estimates, ascertain other specific terms, and evaluate their knowledge and ability to provide the supplies and services you will need.

Data Recovery Services	Address	Specialty
Excalibur Data Recovery, Inc. www.excaliburdatarecovery.com/	13 Branch Street, Suite 2078 Methuen, MA 01844 excaliburdr@rcn.com	Data Recovery and Media Maintenance
MJF Associates www.mjfassoc.com/	10692 Crestwood Drive Manassas, VA 22110 web@mjfassoc.com	Data Recovery Service
Restoration Technologies, Inc. www.restorationtechnologies.net/	1183 North Elsworth Avenue Villa Park, IL 60181 (800) 421-9290 rti@restorationtechnologies.net	Recovery of Electronic Equipment

Information and Referrals	Address	Specialty
American Institute for Conservation www.conservation-us.org/	1156 15th Street NW, Ste. 320 Washington, DC 20006 (202) 452-9545 info@conservation-us.org	

Information and Referrals (cont.)	Address	Specialty
American Institute for Conservation www.conservation-us.org/	1156 15th Street NW, Ste. 320 Washington, DC 20006 (202) 452-9545 info@conservation-us.org	Referral to Conservators
Global Cold Chain Alliance www.gcca.org/	1500 King Street, Suite 201 Alexandria, VA 22314-2730 email@gcca.org	Publishes annual directory of member refrigerated warehouses
Library of Congress www.loc.gov/index.html	National Preservation Office Washington, DC 20540 (202) 707-5000	Information
National Archives and Records Administration www.archives.gov/	8601 Adelphi Road, Room 1400 College Park, MD 20740-6001 (866) 272-6272	Information

Disaster Recovery Websites	Address	Specialty
Federal Emergency Management Administration (FEMA) Emergency Response Action Steps www.fema.gov/office-environmental-planning-and-historic-preservation		Information
The Conservation Center for Art and Historic Artifacts www.ccaha.org		Specializes in the treatment of art and historic artifacts on paper
National Center for Film and Video Preservation www.afi.com/	American Film Institute 2021 North Western Avenue P. O. Box 27999 Los Angeles, CA 90027 (213) 856-7637	Information
Northeast Document Conservation Center www.nedcc.org	Emergency salvage of wet books and records and moldy books and paper Andover, MA 01810 (978) 470-1010	Information and referrals on conservation treatment
National Fire Protection Association www.nfpa.org	1 Batterymarch Park Quincy, MA 02269 (800) 344-3555	Information on Fire Safety
Emergency Preparedness library.harvard.edu/		Information on Preservation Services
Library of Congress www.loc.gov/preservation/emergprep/dry.html/		Preservation information

Recovery Services	Address	Specialty
Advanced Recovery Corporation www.advancedrecoverycorp.net/	7135 Red Prairie Rd. Sheridan, OR 97378 866-577-0617 Email: Chemfree@aol.com	Smoke/Fire Recovery Services
American Freeze-Dry, Inc. www.americanfreezedry.com	411 White Horse Pike Audubon, NJ 08106 (609) 458-0510	Variety of Recovery Services
Blackmon-Mooring-Steamatic Catastrophe, Inc. www.blackmonmooring.com/	303 Arthur Street Fort Worth, TX 76107 (817) 332-2770, 24-hour hotline: (800) 433-2940	Various Recovery Services
Disaster Recovery Services www.drs.net/site/	414 Blue Smoke Court West Fort Worth, TX 76105 (800) 856-3333	Full Recovery Services
Film Technology www.filmtech.com/	726 North Cole Avenue Hollywood, CA 90038 (213) 464-3456	Restoration of 16- and 35 mm Movie Film
Midwest Freeze Dry www.midwestfreezedryltd.com/	7326 North Central Park Skokie, IL 60076 (847) 679-4756	Vacuum Drying

Supplies and Services	Address	Specialty
Library Binding Institute www.lbibinders.org/	4440 PGA Blvd. Ste. 600 Palm Beach Gardens, FL 33410 (561) 745-6821 dnolan@hardcoverbinders.org	Rebinding damaged hardbound books
Lab Safety Supply	P.O. Box 1368 Janesville, WI 53547-1368 (800) 356-0783	Wide Range of Protective Clothing and Safety Supplies
ProText www.protext.net	3515 Leland Street Bethesda, MD 20815 (301) 718-1659	Collapsible Polyethylene Boxes & Emergency Supply Kits

Professional Consultants in the Pacific-Northwest Region

The following list includes some of the professional consultants in the Pacific Northwest that provide document and data recovery consultation and/or services that may be useful in carrying out disaster recovery activities. Inclusion in this list does not imply endorsement, and omission of any professional consultant or consulting service from this list does not indicate censure.

Consultant	Address	Specialty
Secretary of State, Archives and Records Management Division www.sos.wa.gov/archives/	1129 Washington St. SE P.O. Box 40238 Olympia, WA 98504 (360) 586-1492	Specialty: government records Freeze drying services
Gudrun Aurand www.washingtonstatebookrestoration.com	(360) 464-7660 paper2book4you@yahoo.com	Book and Document Restoration
NARA, Pacific Region www.archives.gov/seattle/	6125 Sand Point Way NE Seattle, WA, 98115 (206) 526-6501 seattle.archives@nara.gov	
Daniel-Harry Steward www.posterdoctor.com/profile.php	110 Harvard Ave E Seattle, WA 98102-5714 (206) 329-0127 Email: posterdoctor@gmail.com	Art conservationist
Thompson Conservation Laboratory home.teleport.com/~tcl/index.html	7549 N Fenwick Portland OR 97217 (503) 735-3942 Email: tcl@teleport.com	Specialty: textual records, rare books

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D APPENDIX D – SAMPLE RECORDS POLICIES

SAMPLE 1: Policy on Use, Retention and Ownership of Public Records

PURPOSE

This policy "shall ensure that public records are being maintained and managed consistently within the agency from the time of creation of a public record to the time of final disposition of the public record."

The central objects of this Policy are the establishment of ordered and consistent processes for maintaining and managing public records within the [enter your city's name].

DEFINITIONS

1. "Public Record" carries the same meaning as that established by ORS 192.005, and means any information that:

   (A) Is prepared, owned, used or retained by [enter your city's name];

   (B) Relates to an activity, transaction or function of the [enter your city's name]; and

   (C) Is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the [enter your city's name].

   The following provisos apply to the definition of Public Record:

   - Public records may exist in any format, including in paper form or in electronic form (including e-mail).
   - Copies of a record, preserved only for convenience of reference, are not public records.
   - Messages on voicemail or on other telephone messages storage and retrieval systems are not public records.
   - As discussed below, text messages and instant messages may constitute public records.

2. **"**Social Media" refers to web-based and mobile communication technologies that allow the creation and exchange of user-generated content such as comments or responsive postings. Examples of "social media" as of the time this Policy is adopted include but are not limited to Twitter, Flickr, blogging sites, Facebook, YouTube and Instagram.

3. **"**Text messages" or "text messaging" refers to messages exchanged between fixed-line phones or mobile phones and fixed or portable devices over a network. Excluded from the definition of "text messages" are electronic mail ("e-mail") communications, whether such messages are exchanged among or between official State of Oregon e-mail accounts or e-mail accounts maintained by private entities.

4. "Instant Messages" or "Instant Messaging" refers to real-time text communications between or among computers or mobile devices over the Internet or functionally similar communications network.

PUBLIC RECORDS MANAGEMENT AND RETENTION

1. Management

Public records shall be maintained and managed consistently within [enter your city's name], without regard to the technology or medium used to create or communicate the record, from the time of creation of a public record to the time of final disposition of the public record.

2. Retention Schedule

The [enter your city's name] shall follow the dictates of the Cities General Records Retention Schedules codified at OAR Chapter 166 Division 200. Records not found on the City General Records Retention Schedule are considered to be program records of the [enter your city's name] and must be by the State Archivist prior to their destruction.

3. Disposition and/or Destruction of Public Records

The [enter your city's name] will dispose of and/or destroy Public Records pursuant to the dictates of OAR 166-030-0060.

4. Role of the [add appropriate position within your city]

The [add appropriate position within your city] will have primary responsibility for overseeing the implementation of this Policy, and of ensuring compliance with this Policy. This responsibility includes overseeing the appropriate use of public records, determining how to respond to public records requests, and determining who in [enter your city's name] enjoys access to public records.

5. Accessibility

Records maintenance will include ongoing review of technological evolution and availability, and public records shall be migrated to keep up with technology and to ensure enduring accessibility.

6. Electronic Mail ("E-mail")

The [enter your city's name] believes that in most circumstances, e-mails sent to or from an Office employee's official e-mail account will meet the definition of public record. It is therefore City policy that virtually all e-mail messages composed or sent using employees' official equipment and/or official e-mail addresses be for primarily business purposes. Personal use shall be limited, and must not: (1) interfere with normal business activities; (2) be associated with any outside for-profit business activity; or (3) otherwise contain any content that would cause embarrassment to the City.

City employees should not have any expectation of privacy with regard to official e-mail accounts and systems.

When [enter your city's name] receives a public records request or valid subpoena, all official e-mail accounts and systems used for official City business are subject to search and production.

To the extent that City employees use personal e-mail addresses to communicate about official matters (that is, to the extent public records are associated with such addresses), those e-mails are similarly subject to search and production. City employees are therefore strongly encouraged to engage in communications regarding official business only on their official e-mail accounts. If private accounts must be used, it is City policy that employees copy their official e-mail accounts on all such outgoing communications, and forward any received messages on which their official e-mail accounts are not copied.

7. Text Messages

[Enter your city's name] employees may use text messaging to communicate factual and logistical information: (a) that is not a substantive part of the City's work, or (b) that has been documented, or necessarily will be documented, in separate public records. In the absence of separate documentation, City employees are not to use text messages for official purposes other than for routine communications that do not meet the definition of a "public record." This Policy applies equally to an employee's "official" mobile phone or computer and to an employee's "personal" mobile phone or computer.

a. Examples of Acceptable Uses

- Scheduling.
- Requesting a call or email on a matter, without substantive discussion.
- Requesting or offering logistical assistance ("Can you help me get these boxes to the courthouse?")
- Forwarding any person's contact information ("I'm at 503-378-6002.")
- Explaining your current whereabouts, or inquiring about someone else's ("We're at the meeting discussing this morning's announcement. Are you around?")
- Describing facts or events that do not relate to the substance of the City's work ("Spilled coffee all over myself right before trial!"), or that have been or necessarily will be separately recorded ("Mr. Jones just testified to the committee that our bill would cost taxpayers $3 million.")
- Inquiring about events like those in the previous bullet ("Has Mr. Jones testified in committee yet?")

b. Discussion of Unacceptable Uses

[Enter your city's name] employees are to make best efforts to avoid any text messaging-based substantive discussions of the City's work. As noted above,

substantive facts may be reported only if they are already documented in separate public records, or if they necessarily will be documented in separate public records. If, notwithstanding this Policy, substantive discussion (not otherwise documented) relating to the [enter your city's name] or work occurs on a text-messaging system, such discussion is to be immediately copied to a separate public record format (such as by copying the relevant text messages to an employee's official e-mail).

c. Retention of Text Messages

Because this Policy requires that no text message-based public records be created – or that if they are created, that they be additionally saved to a separate public records format – the [enter your city's name] will not retain text messages, and will not search any existing text messages in response to public records requests.

8. Instant Messages

The [enter your city's name] Policy with respect to Instant Messages shall be the same as that recited above regarding Text Messages.

9. Social Media

Any records placed on any Social Media platform by the [enter your city's name] shall be an accurate copy of an official record that is retained elsewhere by the [enter your city's name] per the official retention schedule. Records placed on any Social Media platform are assumed to not be owned by the [enter your city's name]. Comments to or re-postings of content placed on any Social Media platform by the [enter your city's name] – when such comments or re-postings themselves appear on a Social Media platform – are assumed to not be prepared, owned, used or retained by the [enter your city's name], and will not be retained. Should the [enter your city's name] choose to copy into its internal files any such comments or re-postings, such copy is a public record and will be retained per the official retention schedule.

10. Public Records Requests

Generally, the [enter your city's name] will attempt to respond to all public records requests as timely as possible, consistent with the proper exercise of judgment relating to the City's other duties. Any additional guidelines or policies relating to the intake, processing, disclosure and/or charging determinations relating to public records will be the subject of a separate Public Records Policy.

SAMPLE 2: Retention Scheduling and Destruction

City of _____
Retention Scheduling and Destruction
Effective Date: _____

1) POLICY
The City of _____ will follow the City Records Retention Schedule as transmitted by the Oregon State Archivist and may be updated from time to time.

2) PURPOSE
This policy is intended to provide guidelines to control retention and destruction of City records.

3) PROCEDURES
The Recorder is authorized to have all papers, documents and records received in all city departments maintained and stored to assure an expeditious and orderly filing system. The Recorder is directed to implement records scheduling as allowed by the City Records Retention Schedule following the procedures below.

a) Each department will be responsible for the retention of the "record copy" created or received in their department with the exception of records such as ordinances, resolutions, agreements and purchase orders.

b) It is strongly recommended that the record copy be stamped in a manner that indicates is a "Record Copy".

c) Transfer to Short-Term Storage: As records are transferred from active storage to inactive storage, but have not met the minimum retention period, the following steps should be followed:

i) Only one cubic foot boxes will be accepted, unless approved by the Recorder. Two cubic foot boxes will not be accepted.

(1) Only one record series per box, except if series is small, mix series by same retention.

(2) Records should be boxed in annual time frames that reflect the use of the records, i.e. Fiscal or calendar year.

(3) Do not store hanging folders or binders in the boxes; they break down the sides of the boxes. Use manila file folders or dividers to separate the records.

(4) Attach a completed archive label to the outside of the box below the handle.

ii) List records on the Records Transmittal form, two copies to be included in the box and a copy retained by the department.

(1) Records that are of a sequential nature must be listed in full, if there is an exception, list the items not included and a reason why they are required.

iii) Deliver the boxes to the records manager.

iv) Records added to the storage inventory will be assigned a box location number. The box location number will be added to the Transmittal form, a copy retained in the box and one copy returned to the department.

v) Permanent records, or those records having a retention period of over 10 years, may be eligible for microfilming.

d) Transfer to Permanent Storage: As records are transferred from active storage to permanent storage, the following steps will be followed:

i) Only one cubic foot boxes will be accepted, unless approved by the Recorder. Two cubic foot boxes will not be accepted.

(1) Only one record series per box, except if series is small, mix series by same retention.

(2) Records should be boxed in annual time frames that reflect the use of the records, i.e. Fiscal or calendar year.

(3) Do not store hanging folders or binders in the boxes; they break down the sides of the boxes. Use an acid free manila file folder or divider to separate the records.

(4) Attached a completed PERMANENT archive label to the outside of the box below the handle.

ii) List records on the Records Transmittal form, two copies to be included in the box and a copy retained by the department. Records that are of a sequential nature must be listed in full, if there is an exception, list the items not included and a reason why they are required.

iii) Deliver the boxes to the records manager.

e) Records will be added to the storage inventory and assigned a box location number. The box location number will be added to the Transmittal form, a copy retained in the box and one copy returned to the department.

f) Permanent records, or those records having a retention period of over 10 years, may be eligible for microfilming.

g) Generally, records will be destroyed after meeting the minimum retention. If a record is determined to have substantial value, the record may be retained beyond the minimum retention upon approval of the department head, City Manager, City Attorney and/or City Recorder.

h) Destruction: Once a record has served its purpose and has met the minimum retention, it is ready for final disposition using the following process:

i) If the records are not in a records storage facility, the department will complete the Records Transmittal form.

ii) The department head will sign the form and forward it to the Recorder.

i) The Recorder shall complete a form entitled “Certificate of Records Authorized to the Destroyed” which includes the following statement: “*I hereby certify that the*

above records have been destroyed by _____ this ___ day of ___, 20__." Signed by the City Recorder.

j) The Certificate shall be signed by the City Manager, the City Attorney, and the Mayor, the department head and/or the Recorder.

k) After approval, the records shall be destroyed by an appropriate method. Records containing confidential information such as Social Security numbers must be shredded.

l) After the records have been destroyed, the Recorder will sign and file the Certificate.

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OAMR BUSINESS MEETING BOARD REPORT

Presidents Annual Report

Meeting Date: September 23, 2016
Source of Item: Annual Officer Report

Contact: Michele Eldridge, CMC
Contact Telephone Number: 541-995-6655
Contact E-Mail: meldridge@ci.harrisburg.or.us

ISSUE STATEMENT

It is an incredible honor to have served as the 2015-2016 OAMR President. I respectfully submit this report that summarizes my year as OAMR President.

BACKGROUND

I am proud of the membership of OAMR, and especially of the OAMR Officers, and Committee Chairs. The Committees and Board of OAMR are the backbone of this organization. It is what keeps OAMR being progressive, active, and an organization that promotes the professional and educational standard for Municipal Recorders in the State of Oregon. Some of the accomplishments of the Board this past year are as follows:

- Submitted Testimony and Letters on behalf of OAMR in regards to the Attorney Generals Public Records Reform Task Force (AGPRRTF), and established an Ad-Hoc Committee to attend and monitor meetings.
- Sent letter in opposition of HB 4130, and advocated for testimony in opposition from municipalities in Oregon.
- Approved the final revisions to the City Recorders Procedure Manual.
- Adopted the Membership and Registration Capabilities of the Wild Apricot website software.
- Approved the new contract with WSU conference management for the NCI with the WMCA.
- Approval of the NCI agreement between WMCA, AAMC and OAMR.
- Adopted a new RMC Revised OAMR Retention Schedule.
- Approved and changed guidelines for the Scholarship Committee, requiring proof of KTAP submission by recipients of scholarships for PD classes at NCI
- Support for the Nomination of Region IX Director Sheri Pierce, MMC from the AAMC
- Worked on succession principles for committees.
- Approved Honorary Memberships for two previous OAMR presidents, who had been promoted to City Managers, and who were no longer eligible for membership in OAMR.
- Purchased General Liability Insurance for OAMR, following our legal review of the OAMR By-Laws.
- Started Reviewing the OAMR Treasurers position in terms of job responsibilities and increase of time spent in fulfilling job responsibilities
- Supported WMCA's Visit Spokane Bid and CCAC's Greater Ontario 2021's IIMC Bids
- Approved the eligibility of Treasurer Position Candidate Kimberlynn Collins, for not meeting the requirement of two years membership on OAMR Committee's.
- Approved a hardship Scholarship for candidate Salli Hysell, of Halfway, who had been hired after the 2016 Scholarship deadlines for the 2016 Academy and Annual Conference Scholarships.
- Approved the Revisions to the Records Management Manual as proposed by the Records Management Committee.

More details are provided in the Board Minutes and Committee Reports of Actions taken by OAMR in the last year

Board and E-Board meetings were held on November 13th, 2015, December 10th 2015, February 2nd, 2016, February 23rd, 2016, March 31st, 2016, May 18, 2016, August 30th, 2016, and August 31st, 2016.

On behalf of Representation of OAMR, I attended the Region IX State Conferences, the IIMC Annual Conference, League of Oregon City Board Meetings, and OAMR Region Meetings:

- In late September, attended the LOC Board meeting in Bend, Oregon.
- In November, attended the AAMC Conference in Anchorage, Alaska, with Region IX Director Tracy Davis.
- In December, attended the Region IX holiday/region meeting.
- In December, attended the LOC Board Meeting in Salem, Oregon.
- In February, attended a Region III meeting on the Oregon coast.
- February 26th, attended the LOC Board meeting in Salem, Oregon.
- I Attended a Public Forum for the AGPRRTF at the School of Journalism at University of Oregon in Eugene, Oregon on behalf of OAMR with Immediate Past President Amy Sowa, and submitted written testimony. (We were shut out of providing personal testimony.)
- Accompanied Region IX Director Tracy Davis as she awarded the Harris-Davis Scholarship Award to Cathy Nelson, City Recorder for the City of Waterloo.
- In March, Arrived at Oregon State Capitol to present testimony and advocate in opposition to HB 4130, only to have the meeting cancelled due to state opposition and delay tactics in the Oregon short session legislature.
- Attended the WMCA Conference in Spokane, WA in March.
- Attended the CCAC Conference in Newport Beach, CA in April.
- Attended the IIMC Conference in Omaha, NE in May.
- Region I, II, V, VI & VIII; I would have loved to have attended meetings in all the regions, but some were cancelled due to the weather, and others had conflicts with local events.

OAMR is very special to me, and I can't thank you all enough for providing this year of growth, leadership and opportunity. It has been an honor to represent you at various events throughout this past year, and to work so closely with others who are so invested in the ability of this organization to fulfill its mission, and to assist its members in their professional development.

I look forward to seeing this organization grow, to continue to support its members to the fullest, and to reach the highest standards in professional development. Thank you OAMR, for a fantastic year!

OAMR BUSINESS MEETING REPORT

REGION I REPORT

Meeting Date: September 23, 2016
Source of Item: Region I Director

Contact: Kathy Payne, CMC
Contact Telephone Number: 503-366-8217
Contact E-Mail: kathy@ci.st-helens.or.us

ISSUE STATEMENT
Informational only.

BACKGROUND
Region I members met on July 22, 2016 at Rodeo Steak House & Grill in Tillamook. I, unfortunately, was not able to make it but I heard that they had a great time!



Back row: Colleen Riggs, Cannon Beach; Stephanie Borst, Vernonia; Terri Michel, Rockaway Beach; Lisa Scholl, St. Helens; Melissa Thompson-Kiefer, Nehalem; Susan Reeves, Scappoose; Front row: Abby Donowho, Tillamook; Joann Glass, Retired (Vernonia)

Region I welcomed two new members during the 2015-16 year: Stephanie Borst, Vernonia; and Dawne Shaw, Warrenton. I believe they will both be at the conference. Please give them a warm OAMR welcome! ☺

RELATED POLICIES/BUDGET CONSIDERATIONS
None.

BOARD OPTIONS
None.

CHAIR OR DIRECTOR'S RECOMMENDATION
None recommendation.

SUGGESTED MOTION
No suggested motion.

ATTACHMENTS
No attachments.

OAMR BOARD REPORT

Region II

Meeting Date: August 23, 2016
Source of Item: Region II

Contact: Margaret L. Reh
Contact Telephone Number: 503-647-5555
Contact E-Mail: margaret@northplains.org

Informational Only

Region II's theme for the raffle basket is "Unveiling the Hidden Treasures of the Willamette Valley.

We send our best wishes out to Pat Duval on her upcoming retirement in October. Pat has been working with her City Manager, Bill Monahan, in reworking the job description for Pat's replacement. We offer a special congratulations to Scott Stauffer on his promotion to that position as the City Recorder for the City of Milwaukie. Monahan stated, "Given Scott's proven skills and job performance, as well as his attainment of a master's degree in public administration, his role in the organization could certainly be enhanced in the future. Scott has developed and demonstrated knowledge of the job functions, has excellent skills, and possesses a very positive attitude." Scott is amazing!

We have two new CMC's in Region II: Nanci Moyo and Angie Lanter.

For the first time, Sunday Parkways is coming to Milwaukie! On **Sunday, Oct. 2 from 11 a.m. to 4 p.m.**, this annual event opens streets and public spaces to encourage people to walk, bike and roll through the community, interact with neighbors, visit local businesses, and connect with the city. It's going to be amazing! https://www.milwaukieoregon.gov/citymanager/sunday-parkways

Retired OAMR member, Nancy Ide has filed to run for a City Commission position. Nancy is very excited at the opportunity to use all her years of local government knowledge in a decision-making capacity in her city – City of Oregon City.

News from Carlton – We opened the doors to our new municipal pool house facility on July 16th. This was a big deal and a huge project for our community. Carlton has one of the few remaining outdoor public swimming pools in Oregon. Our old pool bathhouse was over 80 years old and did not meet standards. $975,000 of the project costs was covered by a general obligation bond approved by voters in May 2015. City reserves and local fundraiser proceeds covered the rest. The Friends of the Carlton Pool exceeded their initial fundraising goal of $50,000 and presented the city with a check for $62,750 on May 17th. Additional funds were still received after that presentation for a total of almost $70,000. This project's success was an incredible collaborative effort by the community. Weather conditions did delay the normal opening date, so the city is making efforts to keep the pool open through the end of September.

Revised: 8/25/2016

OAMR BOARD REPORT

REGION III

Meeting Date: March 31, 2016
Source of Item: Region III

Contact: Phyllis Bolman, MMC
Contact Telephone Number: 503-751-0145
Contact E-Mail: pbolman@ci.monmouth.or.us

BACKGROUND

This is an information only report.

On Saturday February 20, Region III members, who were available, met for our annual "meeting". Instead of meeting in December, we opted to meet in February. We met at the coast so that it was easier for coast members to attend!

We met at The Eventuary in Lincoln City for a Party and Paint! We definitely had a lot of fun, made some new friends and created art! In attendance were: Peggy Hawker, Lisa Figueroa, Ruth Post, Karin Johnson, Miki Valentine, Phyllis Bolman, Judy Smith, Michele Eldridge (our illustrious president), Carla Holzworth and Cathy Steere. We decided we would not quit our jobs to become artists!

OAMR BOARD REPORT

REGION IV DIRECTOR

Meeting Date: September 23, 2016
Source of Item: Region IV Update

Contact: Carolyn Shields, CMC
Contact Telephone Number: (541) 863-3171
Contact E-Mail: cshields@ci.myrtle-creek.or.us

ISSUE STATEMENT

Region IV Director yearly update and is for informational purposes only. There is no request at this time.

BACKGROUND

Region IV held two meetings since last year's conference in September, 2015. A meeting was held on December 11, 2015, to discuss new legislation regarding the legalization of medical and recreational marijuana and how the laws would affect cities passing a moratorium or electing to change zoning laws to accommodate the new legislation. We also ended the meeting with a gift exchange celebrating the holiday season with much jocularity. 12 members from Region IV attended the meeting and special guest, OAMR President Michele Eldridge also attended the meeting.

On April 22, 2016, Region IV held an elections training. The training was hosted at the Roseburg Public Safety Center with 15 Region IV members in attendance. There were also city recorders from the City of Brookings and Coquille and a finance officer from the City of Winston in attendance. The instructors for the training consisted of Summer Davis from the Oregon Elections Division, Douglas County Clerk Patricia Hitt, and Douglas County Counsel Paul Meyer. Topics discussed in the class included how to file referendums, the general election process and declaring a canvass of vote.

RELATED POLICIES/BUDGET CONSIDERATIONS

Both classes held in Region IV meet the specific goals of OAMR by providing educational training in legislation affecting city government and city elections. There were no budgetary considerations made since both classes were provided for free of charge.

BOARD OPTIONS

None

CHAIR OR DIRECTOR'S RECOMMENDATION

None

SUGGESTED MOTION

None

ATTACHMENTS

None

OAMR BOARD REPORT

Region V

Meeting Date: September 23, 2016
Source of Item: Region Director

Contact: Deanna Casey, MMC
Contact Telephone Number: 541-423-1026
Contact E-Mail: Deanna.casey@centralpointoregon.gov

INFORMATION ONLY

Members of Region V

Barbara Christensen, CMC, Ashland
Cindy Hughes, CMC, Eagle Point
Kimberlynn Collins, Jacksonville
Janette Boothe, Phoenix
Stephanie Patterson, Powers
Rene Collins, North Bend
Nickole Barrington, Klamath Falls
Deanna Casey, MMC, Central Point
Ryan Nolan, Cave Junction
Jodi Fritts, Gold Beach
Kay Neumeyer, Malin
Melissa Huhtala, Talent
Lori Paxton, Butte Falls
Carol Weir, Rogue River
Karen Spoonts, MMC, Medford
Susanne Baker, Coos Bay
Karen Frerk, Grants Pass
Oma Rowley, Merrill
Beverly Manes, Port Orford
Aaron Pruty, Shady Cove
Lisa Olson, MMC, Klamath Falls

New Region V Members

I want to officially welcome some new members to OAMR.

Teresa Davis, Brookings
Kailin Honea, Rogue River
Jennifer Stolz, Coquille
Dana Smith, Ashland
Bonnie Pickett, Shady Cove
Denise Russell, Bandon
Winnie Shepard, Medford

I am sure we are all going to have a great time getting to know these new Region V members.

NEWS

We will be saying "See ya later" to several members this year.

- ***Lisa Olson, MMC, Klamath Falls*** will be officially retired by the time conference arrives, but lucky for us she will be in attendance at the banquet. So we can all give her our best wishes on her retirement.
- ***Barbara Christensen, CMC, Ashland*** will be announcing her retirement early next year. We will all have time this week to send her off with best wishes too.

Lisa and Barb have both been great mentors for me during my entire membership with OAMR. I am sure several of our members can say the same thing.

Region members have been busy the last few months helping to organize your 2016 Annual Conference. We hope you all enjoy Southern Oregon and all that we have to offer down here.

I have enjoyed being your Region V Director for the last five years. If all goes as planned Karen Spoonts will be taking over the reins very soon. Together we will make Region V the place to be!

OAMR BUSINESS MEETING REPORT

REGION VII – Annual Report

Meeting Date: September 23, 2016
Source of Item: Region VII

Contact: Nancy Parker
Contact Telephone Number541-566-3862
Contact E-Mail: nancy@cityofathena.com

ISSUE STATEMENT

This is an informational only item regarding the activities of Region VII

MEMBERS OF REGION VII:
Carrie Bennett, Adams; Pam Rosenbalm, Arlington; Michelle Fox & Nancy Parker, Athena; Julie Smith, Baker City; Joanna Dahm, Boardman; Dawn Crafts, Burns; Donna Lewis, Cove; Lessa Adams, Elgin; Lacey McQuead & Michele Young, Enterprise; Teresa Hunt, Fossil; Valerie Russell, Haines; Salli Hysell, Halfway; Amy Palmer & Lilly Alacron-Strong, Hermiston; Shellie Nash, & Tracy McCue, City of Huntington; Jessica-Jo Hoffman, Irrigon; Karen Howton, Island City; Donna Warnock, Joseph: Angelika Brooks, La Grande; Leanne Steadman, Milton-Freewater; Dorothy Jordan, Monument; Tami Kowing, Mt. Vernon; Marla Roberts, Nyssa; Tori Barnett, Ontario; Andrea Denton & Donna Biggerstaff, Pendleton; Teri Porter, Pilot Rock; Patricia Crews, Richland; Donna Neumann, Ukiah; and Debi Russell, Weston.

BACKGROUND

Region VII is comprised of 27 cities spread over 10 counties in a large geographically diverse area.
Even though we are hundreds of miles apart, various members were able to gather for a region meeting and training facilitated by the Oregon Department of Revenue and hosted by Island City's Recorder Karen Howton. Topics included wage garnishments, employer classifications and how to file a W-2 using the state's iWire program. After the training OAMR members enjoyed lunch and a round table discussion of various issues our cities are facing. It was refreshing and enlightening to know we are surrounded by others who share similar issues and to network with our peers.

This past year Region VII welcomed new members Michelle Fox - Athena; Julie Smith - Baker City; Lessa Adams - Elgin; Salli Hysell - Halfway and Donna Warnock - Joseph.

It has been my honor to serve as your Region Director these past two years. I have learned so much from all of you, and treasure the new friendships I have made. OAMR is a great organization and I am proud to be a member of this outstanding group of individuals!

RELATED POLICIES/BUDGET CONSIDERATIONS:
None

BOARD OPTIONS:
None

CHAIR OR DIRECTOR'S RECOMMENDATION:
None

SUGGESTED MOTION:
None

ATTACHMENTS:
None

OAMR BOARD REPORT

AUDIT COMMITTEE

Meeting Date: September 23, 2016
Source of Item: Audit Committee

Contact: Denise Carey, MMC
Contact Telephone Number: 503-630-8270
Contact E-Mail: carey@cityofestacada.org

ISSUE STATEMENT

The Annual Financial Report for the fiscal year ended October 31, 2015 was presented to and approved by the OAMR Board at their March 31, 2016 Board meeting. This report provides the information that was received by the Board in March. There is no further action requested.

BACKGROUND

An audit includes examining, on a test basis, evidence supporting the amounts in the financial statements. The financial statements should present fairly the financial position of the Association's activities and the respective changes in financial position and cash flows.

The audit committee is comprised of three members appointed by the President and this year's members were Dale Shafer, City of Nehalem; Lori Gilmore, City of Yamhill; and Denise Carey, City of Estacada.

RELATED POLICIES/BUDGET CONSIDERATIONS

The members of the OAMR Audit Committee audited the financial statements for the Oregon Association of Municipal Recorders for the year ended October 31, 2015. In our opinion, the financial statements present fairly the financial position of the Association's activities, and the respective changes in financial position and cash flows.

Financial notes:

- Revenues for the 2015 conference exceeded budgeted in all three categories: exhibiters, registration and sponsors. Overall conference revenues exceeded expenditures by $13,559.35. (Everyone loves a conference at the beach!!)
- A total of $23,767.24 was awarded for scholarships.
- Total revenues for the year exceeded the budgeted amount by $7,581 and total expenditures came in $17,150 less than budgeted leaving a healthy beginning fund balance of $63,209 for the 2015-16 budget year.

Recommendations:

- The Finance Policy (7.1) requires that all reimbursements for expenses MUST include an OAMR Expense Reimbursement Form with itemized receipts attached. There were a number of payments made without any or part of this paperwork. The form is available on the website for all members to access and should be filled out COMPLETELY. It is the Audit Committee's recommendation that the treasurer return any requests submitted that do not have all the required paperwork completed and receipts attached.

BOARD OPTIONS

- The Board approved the audit Report FYE October 31, 2015 on March 31, 2016.

CHAIR OR DIRECTOR'S RECOMMENDATION

- None.

SUGGESTED MOTION

- None.

ATTACHMENTS

A. Balance Sheet – October 31, 2015
B. Profit & Loss Report FY 2014-15

Exhibit A

3:38 PM
01/07/16
Accrual Basis

Oregon Association of Municipal Recorders
Balance Sheet
As of October 31, 2015

	Oct 31, 15
ASSETS	
Current Assets	
Checking/Savings	
Bank of the West	23,393.90
LGIP	38,645.27
Total Checking/Savings	62,039.17
Accounts Receivable	
Accounts Receivable	1,170.00
Total Accounts Receivable	1,170.00
Total Current Assets	63,209.17
TOTAL ASSETS	**63,209.17**
LIABILITIES & EQUITY	
Equity	
Net Income	63,209.17
Total Equity	63,209.17
TOTAL LIABILITIES & EQUITY	**63,209.17**

Exhibit B

3:38 PM
01/07/16
Accrual Basis

Oregon Association of Municipal Recorders
Profit & Loss
November 2014 through October 2015

	Nov '14 - Oct 15
Ordinary Income/Expense	
Income	
Academy/Education Session	
Annual Academy	9,450.00
Mid-Year	7,650.00
Total Academy/Education Session	17,100.00
Annual Conference Revenue	
Exhibiters	4,931.70
Registration	28,056.00
Sponsors	6,743.99
Total Annual Conference Revenue	39,731.69
Cash Carried Forward	53,530.48
Education/Scholarships	
Auction	2,812.00
Donations General	1,838.00
Kathy Ishiara Education Fund	975.00
Other Fundraising	1,605.00
Raffle	4,437.00
Special Scholarship	4,202.50
Store Sales	658.50
Education/Scholarships - Other	130.00
Total Education/Scholarships	16,658.00
Interest Income	208.09
Membership Dues	10,235.00
Miscellaneous	648.50
Newsletter Advertising	800.00
Total Income	138,911.76
Expense	
Academy/Education Sessions	
Conference Academy	5,511.05
Mid-Year Academy	4,308.72
Total Academy/Education Sessions	9,819.77
Annual Conference Expenses	
Awards	259.00
Banquet Expenses	604.64
Conference Chair Expense	145.00
Food & Beverage/Site fees	12,935.09
Freebies/Conference Bags	31.70
Future Conference Site Deposits	6,000.00
Hospitality	2,508.84
Miscellaneous Conference Exp	723.54
Pres. Reception/Special Event	549.30
Print-Conference	414.66
Speaker Expenses	2,000.57
Total Annual Conference Expenses	26,172.34
Fundraising Expenses	
Raffle Expenses	
Printing	62.35
Prize Expenses-Trip or Gift Car	1,527.65
Total Raffle Expenses	1,590.00
Store Merchandise	679.82
Total Fundraising Expenses	2,269.82
Internet/Web Page	1,692.00
MCEF Annual Donation	500.00

Oregon Association of Municipal Recorders
Profit & Loss
November 2014 through October 2015

	Nov '14 - Oct 15
Membership Expenses	
Postage-Membership	5.46
Printing-Memberships	14.48
Supplies-Memberships	215.83
Total Membership Expenses	235.77
Micellaneous	
Square and PayPal Fees	371.55
Micellaneous - Other	451.92
Total Micellaneous	823.47
Newsletter	
Postage-Newsletter	29.12
Printing-Newsletters	29.24
Supplies-Newsletters	5.29
Total Newsletter	63.65
NW Clerks Institute Director	1,788.19
OAMR Ambassadors	550.00
Officer Supplies	
Misc/Equipment-Officers	120.10
Total Officer Supplies	120.10
Officers Expenses	
1st Vice Pres-IIMC Confrence	1,674.98
2nd Vice Pres Conf. Site Tours	391.38
Director Region IX	1,130.00
OAMR Region Directors	25.00
President's Expenses	
IIMC Conference-President	2,245.44
OAMR Representation-President	201.18
Region IX Conference-President	2,232.16
Total President's Expenses	4,678.78
Total Officers Expenses	7,900.14
Scholarships	
IIMC Certification Programs	12,475.00
Kathy Ishiara Scholarship	1,000.00
Marge Price Scholarship	1,000.00
Mid-Year Academy Scholarship	1,650.00
OAMR Conference/Academy Session	7,042.34
President Awards Scholarship	600.00
Total Scholarships	23,767.34
Total Expense	75,702.59
Net Ordinary Income	63,209.17
Other Income/Expense	
Other Income	
Donations for Fundraising	4,011.60
Total Other Income	4,011.60
Other Expense	
Donations used in Fundraising	4,011.60
Total Other Expense	4,011.60
Net Other Income	0.00
Net Income	**63,209.17**

OAMR BOARD REPORT

Bylaws Committee

Report Date: August 31, 2016
Source of Item: Bylaws Committee Report

Contact: Abigail Donowho, Bylaws Committee Chair
Contact Telephone Number: 503-374-1821
Contact E-Mail: adonowho@tillamookor.gov

ISSUE STATEMENT

The Bylaws Committee has had a quiet year. The 2015-16 Bylaws Committee members are: Chair Abigail Donowho, Anna Ruggles, C.M.C., and Dale Shafer. An email meeting was initiated in October.

BACKGROUND

After approval of the legally reviewed and amended bylaws, OAMR has been able to operate with confidence and clarity regarding any new items that may came forward during the year. The Committee members were given fresh copies of the Bylaws for review in order to perform the duties outlined in the responsibilities section of the Bylaws Committee Work Description. No changes were proposed.

RELATED POLICIES/BUDGET CONSIDERATIONS

No policy or budget considerations are requested at this time.

BOARD OPTIONS

No action from the board is requested at this time.

CHAIR OR DIRECTOR'S RECOMMENDATION

No recommendations are being made at this time.

ATTACHMENTS

None

OAMR BOARD REPORT

City Recorder's Procedure Manual Committee

Meeting Date: September 23, 2016
Source of Item: City Recorder's Procedure Manual Committee

Contact: Angie Lanter
Contact Telephone Number: 503-324-5112
Contact E-Mail: alanter@cityofbanks.org

ISSUE STATEMENT

The purpose of this report is to update membership on items being worked on by the City Recorder's Procedure Manual Committee.

BACKGROUND

The 2015-2016 City Recorder's Procedure Manual Committee (Committee) members are: Kelly Morse MMC, Redmond; Debby Roth MMC, Cornelius; Carol Weir, MMC, Rogue River; and Carolyn Shields CMC, Myrtle Creek.

The Committee is responsible for ensuring that the manual is kept up-to-date with current information, guidelines and resources. We monitor the OAMR list serve to insure pertinent issues and concerns are answered in the Manual. There we no revisions to the manual this past year.

Committee Members will soon begin reviewing the manual and making updates as needed. Work will begin on creating a searchable pdf version of the manual. The committee will continue to research online service options.

We are hoping to have the searchable pdf ready for the Spring 2017 OAMR Board Meeting.

RELATED POLICIES/BUDGET CONSIDERATIONS

N/A

BOARD OPTIONS

N/A

CHAIR OR DIRECTOR'S RECOMMENDATION

N/A

SUGGESTED MOTION

N/A

ATTACHMENTS

N/A

OAMR BUSINESS MEETING REPORT

CONFERENCE COMMITTEE REPORT

Meeting Date: September 23, 2016
Source of Item:1st Vice-President/Conference Committee Chair

Contact: Dale Shafer
Contact Telephone Number: 503-368-5627
Contact E-Mail: manager@ci.nehalem.or.us

ISSUE STATEMENT

The Conference Committee is responsible for planning the annual Conference in Ashland from September 21-23, 2016

BACKGROUND

The 2015-2016 Conference Committee has 36 members and they have all worked hard to make our 2016 Annual Conference in Ashland, Oregon educational and entertaining. They each had their individual roles but they came together as a great team to make this Conference a success. I am grateful to each of them as this Conference would not have been possible without them. They exemplify the high standards of the members of OAMR.

Anna Ruggles, CMC, Forest Grove
Barb Christensen, MMC, Ashland
Carol Weir, MMC, Rogue River
Carolyn Shields, CMC, Myrtle Creek
Cathy Nelson, Waterloo
Colleen Resch, Sherwood
Colleen Riggs, Cannon Beach
Deanna Casey, MMC, Central Point
Debbie Manning, MMC, Dundee
Debby Roth, MMC, Cornelius
Debi Russell, Weston
Janette Booth, Phoenix
Jennifer Nelson, CMC, Carlton
Karen Howton, Island City
Karen Spoonts, MMC, Medford
Kath Payne, CMC, St. Helens
Kitty Vodrup, CMC, Junction City
Lilly Alarcon-Strong, Hermiston
Linda Kaser, CMC, Lebanon
Lisa School, CMC, St. Helens
Mary Dibble, MMC, Albany
Melissa Thompson-Kiefer, CMC, Nehalem
Nancy Batchelder, MMC, Yachats
Nancy Parker, CMC, Athena
Nicole Morris, CMC, Tualatin
Peggy Hawker, MMC. Newport
Phyllis Bolman, MMC, Monmouth
Sammy Egbert, Coburg
Scott Stauffer, Milwaukie
Stacie Cook, MMC, Mill City
Susan Reeves, MMC, Scappoose
Tori Barnett, MMC, Ontario
Kimberlyn Collins, Jacksonville
Margaret Reh, North Plains
Terry Parker, Pilot Rock
Joann Thompson, North Bend (former member)

The Committee meet in November of 2015 and April of 2016 to plan and make decisions on our fall Conference. They came up with a great slogan “Unmasking the Future” and Matt Harrington from the City of Albany created another beautiful logo four our Conference. Thank you Matt!

Wednesday Annual Academy will be a presentation by Jan Harrison “Get Organized; Know Your Priorities; and Never Break a Sweat.” This all-day session is approved for 3 CMC or MMC educational points upon completion of an assessment.

The Presidents Welcome Reception will be held from 5:30-6:30 PM for all attendees. This will be followed by the Board Member Honored Guests Dinner. All other attendees will be on their own to enjoy some of Ashland’s great restaurants.

On Thursday we will have the First Time Attendee/Mentor/Mentee Breakfast while the rest of the membership enjoys the hotels free continental breakfast. This will be followed by our Opening Ceremonies, Concurrent Educational

Sessions, General Session and the Exhibitor Presentations. At 5:30 we will have the Kathy Ishiara Scholarship Walk. We will walk through beautiful Lithia Park in downtown Ashland, through woodlands, a Japanese garden, duck ponds, a formal rose garden and groves of Sycamore trees. This walk helps us raise money for the Kathy Isiara Scholarship which was founded as a means to honor Medford's City Recorder Kathy Ishiara who passed away in 1998 after a long battle with breast cancer. After the Kathy walk we have the opportunity to attend a performance at the Oregon Shakespeare Festival or the Oregon Cabaret. Go directly from the Kathy Walk as neither of these events are necessarily "dress up".

On Friday we have our annual business meeting, more Concurrent Educational Sessions, the Athenian Leadership Dialogue (required pre-registration), our Region IX meeting and in the evening our Silent Auction, No-Host Bar, and President's corner followed by our Annual Banquet and awards. It is important to remember that the monies that we raise go directly towards scholarships to allow our members the opportunity to attend Conferences and Professional Development.

I would like to thank all the members of the Conference Committee, with a special thanks to Ashland City Recorder Barbara Christensen, MMC. Her help has been invaluable and I thank her for delaying her retirement to help make sure we had an outstanding conference in her city.

OAMR BOARD REPORT

Education Committee

Meeting Date: September 23, 2016
Source of Item: Education Committee

Contact: Peggy Hawker, Chair
Contact Telephone Number: 541.574.0613
Contact E-Mail: p.hawker@newportoregon.gov

ISSUE STATEMENT

The purpose of the Education Committee is to encourage and support the OAMR membership by providing educational opportunities.

The 2015/2016 Education Committee members are: Abby Donowho, Tillamook; Barb Christensen, Ashland; Debby Roth, Cornelius; Debi Russell, Weston; Karen Hewitt, Port of Newport; Karin Johnson, Independence; Kim Jordan, Seaside; Nancy Parker, Athena; Nicole Morris, Tualatin; Ruth Post, Philomath; Sandy King, Wilsonville; Stacie Cook, Mill City; Sue Ryan, Newberg; Tori Barnett, Ontario; and Tracy Davis, Keizer. Each of these members are active participants in the work of the Education Committee.

BACKGROUND

Over the course of the year, the OAMR Education Committee has worked diligently on behalf of the education of its members. Toward that end, the Committee has:

- Obtained Academy Session speakers for the Mid-Year and Annual Academy Sessions
  Jan Carothers – Mid-Year Academy Session
  Jan Harrison – Annual Academy Session
  Jan Carothers was well-received at the Mid-Year Academy. The evaluations were very positive and supported the fact that her session was poignant and well-received;
- Received approval for LOC Local Government Management Certificate credits for the OAMR Mid-Year Academy Session;
- Drafted and finalized an educational program for the upcoming OAMR Conference concurrent sessions;
- Discussed the selection of a book for the Athenian Leadership Dialogue to be held at the annual OAMR Conference. The book that was chosen was "Lean In: Women, Work, and the Will to Lead," by Sheryl Sandberg. The facilitator will be Kathie Novak, University of Denver business professor, and Colorado Municipal Clerks Association Institute Director;
- Prepared an MCEF grant application on behalf of OAMR (sadly, we were not awarded this grant);
- Concluded that the On-the-Road Workshops lacked support to continue. This may be a topic that should be resurrected for future discussion;
- Obtained an Academy Session speaker for the 2017 Annual Conference. She is Dr. Marché Fleming-Randle. Dr. Fleming-Randle is an assistant dean for the Fairmount College of Liberal Arts and Sciences. She is the college liaison for student services planning and implementation, encompassing undergraduate recruitment activity, the enrollment process, and matriculation to degree completion. She consults with faculty and students on academic issues, including administrative withdrawal, assisting with the concurrent enrollment program, coordinating the representation of the college at admissions programs, representing the college with Kansas community colleges, and analyzing student data. Her research and academic interests include mental health, substance abuse, child and youth programs, educational leadership, and diversity. Dr. Fleming-Randle has spoken at several IIMC Conferences, and the Committee is confident that her presentation will be a big hit.

It has been an honor to chair the Education Committee again this year. It is a hardworking Committee of individuals committed to continuing recorder education.

OAMR BOARD REPORT

Meeting Date: September 23, 2016
Source of Item: Historical Preservation Committee

Contact: Lisa Scholl, CMC, Chair
Contact Telephone Number: 503-366-8216
Contact E-Mail: lisas@ci.st-helens.or.us

ISSUE STATEMENT
This is an informational item only regarding the activities of the Historical Preservation Committee.

BACKGROUND
The 2015/16 OAMR Historical Preservation Committee members were:

Deanna Casey, MMC, Central Point	Trudy Borrevik, CMC, Cottage Grove
Roberta Tharp, CMC, Creswell	Jenn Nelson, CMC, Carlton
Lisa Figueroa, Silverton	Lisa Scholl, CMC, St. Helens (Chair)

These members did a fantastic job putting together the 2015 conference scrapbook. Their creativity shines through on each page.

Deanna is continuing to update a Committee participation spreadsheet. It will be a great resource.

RELATED POLICIES/BUDGET CONSIDERATIONS
None

MEMBERSHIP OPTIONS
If you are creative or just enjoy preserving our history, please join the Historical Preservation Committee.

SUGGESTED MOTION
Informational only. No motion requested.

OAMR BUSINESS MEETING REPORT

Nominating Committee

Meeting Date: September 23, 2016
Source of Item: Nominating Committee

Contact: Amber Ames, OAMR Nominating Committee Chair
Contact Telephone Number: 503-681-6117
Contact E-Mail: amber.ames@hillsboro-oregon.gov

ISSUE STATEMENT

The Nominating Committee has prepared for the FY 2016/2017 OAMR Elections.

BACKGROUND

Members of the Nominating Committee have submitted articles for OAMR newsletters.

Members have recruited and prepared Oaths of Office for the 2016/2017 OAMR offices of: Second Vice President, Treasurer, and Directors for Regions I, III, V, and VII.

Nicole Morris, CMC for Second Vice President
Kimberlyn Collins for Treasurer
Kathy Payne, CMC for Region I Director
Phyllis Bowman, MMC for Region III Director
Karen Spoonts, MMC for Region V Director
Nancy Parker, CMC for Region VII Director

RELATED POLICIES/BUDGET CONSIDERATIONS

One item to note – Kimberlyn Collins' eligibility was established by vote of the OAMR Board earlier this summer as she is a new member that did not meet the committee experience requirements. After extending the filing deadline, and marketing the position, no other applications were received from eligible members. The board therefore approved her eligibility and appreciates her willingness to serve as Treasurer.

MEMBERSHIP OPTIONS

Elections for the 2016/2017 OAMR offices of: Second Vice President, Treasurer, and Directors for Regions I, III, V, and VII.

CHAIR OR DIRECTOR'S RECOMMENDATION

Chair recommends nominations of candidates as presented by the committee.

SUGGESTED MOTION

The officers and directors shall be elected at the annual meeting by a ballot vote of the members present who are in good standing. If there are no nominations from the floor, the nominations will be declared closed and the recommended officers and directors will be elected to office. If there is a tie vote during the election of officers, the decision will be made by the toss of a coin.

ATTACHMENTS

Candidate packets.

OAMR BOARD REPORT

Internet Committee

Meeting Date: September 23, 2016
Source of Item: Internet Committee Chair

Contact: Melissa Thompson-Kiefer, CMC
Contact Telephone Number: (503) 368-5627
Contact E-Mail: recorder@ci.nehalem.or.us

ISSUE STATEMENT

This is an informational report summarizing the Internet Committee activities for the 2015-2016 year.

BACKGROUND

I would like to thank the members of the 2015-2016 Internet Committee: Alissa Angelo, CMC, Stayton; Lisa Figueroa, Silverton; Joann Glass, Retired, Vernonia; Kathy Payne, CMC, St. Helens; Debby Roth, MMC, Cornelius; and Kelli Weese, Florence.

The Internet Committee worked this year to fully utilize the OAMR website and Wild Apricot membership management software. The Committee's accomplishments in 2015-2016 include:

- Worked with Membership Chair Mary Dibble, MMC, to move all **membership management online**. All 2016 renewals and new member applications were processed through the OAMR website. Member information is now maintained online in the Wild Apricot system.

- **Moved all conference registrations online** to the OAMR website and Wild Apricot system, eliminating the paper registration form. The Wild Apricot system stores all registrations and has simplified the reporting of conference registration data.

- **Updated** and posted information on the website as needed.

- Sent **emails** to membership as directed by the OAMR President, Board and Committee Chairs.

In the new fiscal year, the Committee will continue to pursue the possibility of using cloud-based data storage for Board and Committee documents, options for purchasing store items online and updating the Interim Recorder/Clerks webpage.

CHAIR OR DIRECTOR'S RECOMMENDATION

Thank you for the opportunity to serve as chair of the 2015-2016 OAMR Internet Committee. I encourage all members to share their comments and suggestions for improving and updating the OAMR website.

OAMR BOARD REPORT

Legislative Committee

Meeting Date: September 23, 2016
Source of Item: Legislative Committee

Contact: Lisa Morgan, Chair
Contact Telephone Number: 541.447.5627
Contact E-Mail: lmorgan@cityofprineville.com

ISSUE STATEMENT

This report is for informational purposes only.

BACKGROUND

At this point, it is probably good to highlight some important dates coming up.

Soon the Legislative Days will be coming up during the same week of the Annual OAMR conference. During this time, informational hearings on topics that could lead to legislation may occur. There will also be updates on implementations of past legislation, and reports from state agencies and task forces being heard. The Senate could also convene to make executive appointments.

September 26th is the deadline to submit legislative concepts/bill draft to legislative counsel for Legislators and Legislative Committees.

An updated state Revenue Forecast is expected on November 16th; and Legislative Counsel has a deadline of December 7th to return legislative concepts.

December 21st is the deadline to submit all legislative concepts into the Secretary of State to make these concepts into a bill before February 1st, when the 79th Legislative Assembly convenes and can last up to 160 days.

This is when more information will become available. There will be thousands of bills introduced and more deadlines will be coming up as these bills move forward to committees and possibly die in a committee.

At this time I would like to thank Karin Johnson, MMC and Linda Galeazzi, CMC for their service on the Legislative Committee this last year, and to all those that kept close tabs and participating in the Attorney General's Public Records Task Force meetings allowing cities concerns heard.

Another big issue is whether or not there will be a much needed transportation package and exactly how that would be funded. Cities all over the state are experiencing growth pains and not having the proper transportation infrastructure in place could make it difficult for all.

PERS continues to be a topic of discussion, and IP 28 ~ Corporate Tax is now Measure 97 for the November ballot, which if passed as written would also impose taxes on things such as utilities and food.

Again, please consider signing up for the Legislative Committee at conference. There is going to be many things to follow this upcoming legislative session, and the more eyes we have on all that will be going before our legislators, the better.

RELATED POLICIES/BUDGET CONSIDERATIONS

None.

BOARD OPTIONS

N/A

CHAIR OR DIRECTOR'S RECOMMENDATION

N/A

SUGGESTED MOTION

N/A

ATTACHMENTS

A. None.
B.
C.

OAMR BOARD REPORT

Meeting Date: September 23, 2016
Source of Item: Membership Committee

Contact: Mary Dibble
Contact Telephone Number: 541-917-7532
Contact E-Mail: mary.dibble@cityofalbany.net

BACKGROUND

I am looking forward to another year of membership renewals using Wild Apricot. Internet Committee Chair Melissa Thompson-Kiefer has been excellent to work with during this process.

We have 227 members, with 24 of those being new members or transfers since the last renewal period. Our work continues on filling in the data gaps between the old renewal system and Wild Apricot. It will also help to close that data-gap now that we are close to being on Wild Apricot for a full year. With renewals fast approaching, I am thankful to no longer be processing stacks and stacks of paper applications!

BOARD OPTIONS

- None.

ATTACHMENTS

OAMR BUSINESS MEETING REPORT

MENTORING COMMITTEE

Meeting Date: September 23, 2016
Source of Item: Mentoring Committee

Contact: Nancy Parker
Contact Telephone Number: 541-566-3862
Contact E-Mail: nancy@cityofathena.com

ISSUE STATEMENT
The Mentoring Committee exists to encourage professional growth and development of new members through mentoring by experienced members.

Thank you to this year's committee members including Cathy Nelson, Waterloo; Michelle Young, Enterprise; Jamie Reed, Oregon City; Phyllis Bolman, MMC, Monmouth; Domenica Protheroe, Falls City; Jennifer Gray, Hood River; Sammy Egbert, Coburg; Melissa Huhtala, Talent; Kelly Richardson, Aurora; Devree Leymaster, CMC Fairview; Angela Speier, Lafayette; Tori Barnett, MMC, Ontario; Deanna Casey, MMC, Central Point; Carrie Bennett, Adams; Susan Reeves, MMC, Scappoose; Nicole Morris, CMC, Tualatin; Debby Roth, MMC, Cornelius; Kim Scheafer, MMC, Canby; Teri Porter, Pilot Rock; Debi Russell, Weston; Amber Mathiesen, CMC, Salem.

BACKGROUND
Throughout the year the committee has continued to provide mentors to new OAMR members or existing members who have requested a mentor.

First time conference attendees are paired with a conference mentor to help them navigate the conference. The committee will again host the 1st Time Attendee/Mentor /Mentee Breakfast on September 22nd. We are excited to continue this function as it is a great opportunity for Mentors and Mentees to meet and spending time together in person. It is also a great way for first time attendees to be greeted by welcoming faces to kick off their conference.

CHAIR OR DIRECTOR'S RECOMMENDATION
Continue to reach out to new members about the mentoring program; provide encouragement to mentors periodically, encouraging them to stay in contact with their mentees; review 'best practice' annually for mentors and make any updates or changes.

I encourage everyone to sign up for the Mentoring Committee. You will assist and share your knowledge with new members, exchange ideas and procedures, and in the process form lasting friendships. OAMR provides an incredible support network with a wide range of resources.

RELATED POLICIES/BUDGET CONSIDERATIONS
None

BOARD OPTIONS
None

SUGGESTED MOTION
None

ATTACHMENTS
None

OAMR BUSINESS MEETING REPORT

NEWSLETTER COMMITTEE

Meeting Date: September 23, 2016
Source of Item: Newsletter Committee Chair

Contact: Kathy Payne, CMC
Contact Telephone Number: 503-366-8217
Contact E-Mail: kathy@ci.st-helens.or.us

ISSUE STATEMENT
This item is informational only.

BACKGROUND
The Newsletter Committee published four quarterly editions of the OAMR Newsletter. The fall edition was 44 pages, winter was 42 pages, spring was 38 pages and summer was 42 pages. The newsletters are published on the website. An email is sent out to the membership and email distribution lists. There are about three that are mailed via the postal service. The cost for mailing averages $13 per quarter.

This year, we acquired a couple new advertisers, LGPI and SolutionsYES. Really happy to have them on board as well as our continued support from Code Publishing, Municipal Code Corp., Local Government Law Group, Quality Code, LOC/American Legal Publishing, and Centerlogic. We will continue to pursue other advertisers.

I want to thank my Committee members for all of their hard work on each edition of the Newsletter. A BIG THANK YOU goes out to:

- Debbie Werner, MMC, Tualatin Valley Water District
- Donna Biggerstaff, Pendleton
- Joann Glass, Retired (Vernonia)
- Jennifer Nelson, CMC, Carlton
- Judy Smith, Sodaville
- Lisa Scholl, CMC, St. Helens
- Phyllis Bolman, MMC, St. Helens
- Susan Reeves, MMC, Scappoose
- Trudy Borrevik, CMC, Cottage Grove

You are all fantastic and I'm so proud of what we put out to our membership each quarter!! Thank you for all you do!

RELATED POLICIES/BUDGET CONSIDERATIONS
None.

MEMBERSHIP OPTIONS
None.

CHAIR OR DIRECTOR'S RECOMMENDATION
No recommendation.

SUGGESTED MOTION
No suggested motion.

ATTACHMENTS
No attachments.

OAMR BUSINESS MEETING REPORT

NCI Education Committee

Meeting Date: September 23, 2016
Source of Item: Committee Annual Report

Contact: Ruth Post, MMC, Philomath, OR
Contact Telephone Number: (541) 929-6148
Contact E-Mail: ruth.post@ci.philomath.or.us

ISSUE STATEMENT

This annual report for the NCI Education Committee is respectfully submitted on behalf of the entire Committee as a summary of our activities for the 2015-2016 year.

BACKGROUND

The 2015-2016 OAMR Northwest Clerks Institute (NCI) Education Committee is comprised of Education Chair Peggy Hawker, MMC, Newport; Professional Growth & Leadership Development Chair Karin Johnson, MMC, Independence; and Ruth Post, MMC, Philomath, appointed by President Eldridge. We represent OAMR on the full NCI Education Committee made up of three members from AAMC (Alaska), WMCA (Washington) and OAMR (Oregon), plus Institute Director Joann Tilton. Past Institute Director Dema Harris officially handed the keys to the Institute over to Joann this year.

The Institute operates based on two agreements:

- The interstate agreement between OAMR, AAMC, WMCA and the Institute Director.
- A 3-year contract with Washington State University.

2015-2016 ACCOMPLISHMENTS

The most significant accomplishments of the Committee this year were:

- Completion of a new interstate agreement for operation of the Institute between OAMR, AAMC, WMCA and Director Tilton; and,
- A new 3-year agreement with WSU.

The interstate agreement was the culmination of a significant overhaul of the original 10-year-old agreement. It refined the expectations between the state associations and the Director and specifically addressed the process of managing any surplus or deficit at the end of the 3-year contracts with WSU. Any deficit must be paid by the three state associations and the new agreement clarifies the allocation of any such debt. Through careful budget management, the Institute has done an excellent job of operating in the black. The surplus of $17,879 at the end of the most recent contract was forwarded into the budget for the 2016 Institute.

The Committee specifically thanks former member and current IIMC Region IX Director Tracy Davis, MMC, Keizer, for her work on the new interstate agreement.

The 3-year agreement with WSU clarified expectations between the University and the NCI and transferred much of the expectations for the Institute Director to the interstate agreement.

In addition, a teleconference meeting was held by the full NCI Committee to review the 2015 evaluations and set the 2016 budget. Prior to each full Committee meeting, your Oregon representatives review the agenda and reach a consensus on any concerns or recommendations we feel are in the best interest of OAMR.

Additional e-mail discussions were held by the Committee to extend the early registration deadline to better coordinate with scholarship deadlines and to provide feedback on IIMC proposed Institute program modifications.

Following are the attendance counts for the 2016 Professional Development series sessions held at the University of Puget Sound campus in Tacoma, Washington:

	Total Attendees	OAMR Attendees
PD I	57	12
PD II	37	9
PD III	34	6
PD IV	37	4

OAMR numbers for PD I, II and III were fairly typical for our association. Our 4 attendees for PD IV received the benefit of an excellent leadership program from the Glasers at a bargain price. Overall, however, the PD IV numbers were somewhat disappointing considering the high quality of the session.

This fall, the Committee will again meet by teleconference to review the 2016 Institute evaluations and budget outcomes. Trends in attendance numbers, particularly at PD IV will likely be topics. The Committee will pay particular attention to maintaining a balanced budget over the 3-year contract.

OAMR members should be proud of the 3-state collaboration that provides this Institute experience. It is a model to other IIMC state associations of the high level of education that can be provided by pooling our resources.

Thank you for the honor and opportunity to serve on this Committee for 2015-2016 and to my co-committee members for entrusting me as the OAMR Chair.

OAMR BOARD REPORT

Professional Growth & Leadership Development Committee

Meeting Date: September , 2016
Source of Item: Annual Report

Contact: Karin Johnson, MMC, Independence, OR
Contact Telephone Number: 503.838.1212
Contact E-Mail: kjohnson@ci.independence.or.us

ISSUE STATEMENT

The annual report, which summarizes the 2015-16 activities for the Professional Growth & Leadership Development Committee, is respectfully submitted to the OAMR Board.

BACKGROUND

I would like to thank the members of this year's committee: Peggy Hawker, MMC, Newport; Ruth Post, MMC, Philomath; Tracy Davis, MMC, Keizer; Stacie Cook, MMC, Mill City; Tori Barnett, MMC, Ontario.

2015-16 Committee Projects:

- Submission of articles and photographs to the OAMR newsletter about our membership attendance at the 2015 Northwest Clerks Institute
- Submission of applications to LOC for approval of the academies for points in the Local Government Management Certificate program.
- Provided materials to the OAMR Newsletter to promote Municipal Clerks Week.
- Contacted 2016 OAMR Board candidates and provided leadership mentors as requested.
- Registered and sought staffing for the OAMR information booth at 2016 League of Oregon Cities Conference

I would like to thank President Michele Eldridge for allowing me to chair this important committee.

OAMR BUSINESS MEETING REPORT

Records Management Committee

Meeting Date: September 23, 2015
Source of Item: Records Management Committee (RMC)

Contact: Scott Stauffer, Chair
Contact Telephone Number: 503-786-7519
Contact E-Mail: stauffers@milwaukieoregon.gov

ISSUE STATEMENT
This is an annual informational report of the activities of the RMC and does not require OAMR Board action.

BACKGROUND
The RMC Purpose Statement: *to provide training on Records Management and Retention Schedules.*

The following were active members of the RMC over the course of the last year:

Anne Marie Simpson, Lake Oswego
Amber Mathiesen, CMC, Salem
Cathy Steere, MMC, Lincoln City
Debbie Lockhart, MMC, Keizer
Debbie Manning, MMC, Tigard
Elisa Olson, MMC, Klamath Falls
Hannah Wells, Milwaukie
Karin Johnson, MMC, Independence
Kathy Woosley, MMC, Cascade Locks
Kattie Riggs, Oregon City
Kelli Weese, Florence
Kim Scheafer, MMC, Canby
Kimmie Jackson, Yachats
Kitty Vodrup, Junction City
Linda Kaser, CMC, Lebanon
Lisa Figueroa, Silverton
Margaret Reh, North Plains
Mary Dibble, MMC, Albany
Pat DuVal, CMC, Milwaukie
Robyn Christie, MMC, Bend
Sandy King, MMC, Wilsonville
Sheila Cox, MMC, Roseburg
Sue Ryan, CMC, Newburg
Teresa Zak, CMC, West Linn
Mary Beth Herkert, State Archivist

Over the last 2 years the RMC has worked to complete a major review and update of the Records Management Manual (RMM), which we propose to now call the Information Management Manual (IMM); see the separate Board Report regarding that project. We are very pleased to submit this final product for the Board's consideration!

Aside from the RMM review we also reviewed the RMC mission statement and committee documents, and along with President Eldridge and the Legislative Committee we followed the developments of House Bill 4130 (HB4130), which did not survive the Legislature's short session, and the Attorney General's Public Records Task Force, which continues to move toward recommending changes to Oregon's public records laws. The RMC also provided input to changes made to the Oregon Administrative Rules (OARs) in May, specifically Section 166-017 Electronic Records ("Division 17") which now allow permanent records to be stored in Department of Defense (DoD) certified electronic records management systems; to learn more about these changes to Division 17 contact the State Archives.

In the coming year the RMC anticipates moving on to another comprehensive review and update project, this time looking at the "Public Records: a Manual for Creating a Disaster Preparedness and Recovery Plan", which was last reviewed by the RMC and State Archives in 2007.

RELATED POLICIES/BUDGET CONSIDERATIONS
None.

MEMBERSHIP OPTIONS
The RMC welcomes all of OAMR's members to consider joining in the work of the RMC!

CHAIR OR DIRECTOR'S RECOMMENDATION
It has been a pleasure to serve as Chair of the RMC. I heartily thank the members of the RMC for their diligent work over the last year and I look forward to our continued work together next year.

SUGGESTED MOTION
None.

ATTACHMENTS
None.

OAMR BOARD REPORT

RETIRED CLERKS COMMITTEE

Meeting Date: September 23, 2016
Source of Item: Committee

Contact: Carol J. Weir, MMC, City Recorder
Contact Telephone Number: 541.582.4401
Contact E-Mail: cweir@cityofrogueriver.org

ISSUE STATEMENT

Informational update only from the following committee members: Debbie Hamilton, CMC, Sutherlin, Karen Spoonts, MMC, Medford, Sheryl Simmons, Siletz, Retired Clerk Gail Waibel, MMC, Hillsboro, Retired Clerk Jane McGarvin, MMC, Lake Oswego and Retired Clerk Nancy Ide, CMC, Oregon City, Carol Weir, MMC, Rogue River

BACKGROUND

The purpose of this committee is to encourage and develop opportunities for retired clerks/recorders to remain active in OAMR and the profession. To work closely with OAMR'S Membership Committee to maintain a current mailing list. Encourage retirees to maintain membership, to stay active and serve on committees and serve as mentors.

RELATED POLICIES/BUDGET CONSIDERATIONS

I am happy to report that we are still working close with the League of Oregon Cities who has built a website page for cities who are looking for interim clerks or clerks who know that will need to be off work for an extended amount of time and need temporary coverage.

We have also continued our close relationship with the Membership Committee. They have drafted letters for renewing memberships and kept up the Retired and/or Honorary Members Log.

BOARD OPTIONS

None

CHAIR OR DIRECTOR'S RECOMMENDATION

None

SUGGESTED MOTION

None

ATTACHMENTS

A. Current Retired and Honorary Clerks List (available upon request)

OAMR BOARD REPORT

[Scholarship Committee]

Meeting Date: September 2016
Source of Item: Scholarship Committee

Contact: Nanci Moyo
Contact Telephone Number: 503-526-2650
Contact E-Mail: nmoyo@beavertonoregon.gov

COMMITTEE MEMBERS

Debi Russell, Weston; Debby Roth, Cornelius; Susan Reeves, Scappoose; Nancy Parker, Athena; Kitty Vodrip, Junction City; Anna Ruggles, Forest Grove; Sadie Main, Estacada; Teri Porter, Pilot Rock; Donna Biggerstaff, Pendleton; Diane Harris, Sutherlin; Sadie Cramer, Molalla; Kelly Morse, Redmond.

COMMITTEE ACTIVITY

KUDOS to OAMR for the availability of scholarships. The Board and all of OAMR should know that when the people receive their scholarships they email back with such gratitude to the Scholarship Committee and OAMR for the scholarship and the opportunity for continuing the education as Recorders.

For the year the Scholarship Committee cleaned up the Scholarship guidelines for the Mid-Year Academy, Annual Academy, Annual Conferences and Professional Development. The Academies and Professional Development scholarships require a KTAP to be sent to the NCI Director and no scholarship report. The Annual Conference requires a scholarship report.

The Scholarship Committee awarded a Professional Development scholarship to the following members:

Professional Development I

- Stephanie Borst
- Michelle Fox
- April Ott
- Marla Roberts
- Karen Hewitt
- Jaime Reed
- Aubrey Minear

Lodging for Professional Development I

- Stephanie Borst
- Michelle Fox
- April Ott
- Marla Roberts
- Karen Hewitt
- Jaime Reed
- Aubrey Minear

Professional Development II

- Diane Harris
- Donna Biggerstaff
- Kattie Riggs
- Marla Roberts
- Scott Stauffer

Professional Development III

- Angie Lanter
- Melissa Keifer
- Margaret Reh
- Nancy Parker

Professional Development IV

- Nancy Parker
- Nicole Morris
- Kathy Payne

Total Awarded: $14,675.00	Amount Remaining: $0.00

The total scholarship available for Professional Development Scholarships was $13,000 with an additional $1,675 moved from what was leftover with Mid-Year Academy to fund all the PD scholarship requests. The total for PD scholarships given out was $14,675.

The Scholarship Committee awarded Annual Academy and Annual Conference with lodging scholarships for first time attendees:

Annual Academy and Annual Conference

- Lisa Scholl
- Diane Harris
- Aubrey Minear
- Nancy Parker
- Melissa Keifer
- Teresa Davis – Lodging
- Tim Rhyne – Annual Conference/Lodging
- Margaret Reh
- Kimmie Jackson
- Scott Stauffer – Annual Conference
- Aubrey Minear
- Jennifer Nelson
- Debi Russel
- Cathy Nelson
- Ruth Post
- Sallie Hysell - Lodging

Total Awarded: $6,750	Amount Remaining: $3750.00

The IIMF Scholarship applications were extended to August 26, 2016, due to no scholarships applications turned in on the earlier due date of August 5, 2016. There have been five scholarships received and are in the process of being scored based on the criteria. Two scholarships for $1000 will be awarded.

OAMR BOARD REPORT

Special Projects/Fundraising Committee Report

Meeting Date: September 23, 2016
Source of Item: 2nd Vice President

Contact: Debbie Hamilton, CMC
Contact Telephone Number: 541.4599.2856 x207
Contact E-Mail: d.hamilton@ci.sutherlin.or.us

RESPONSIBILITIES

The Special Projects/Fundraising Committee is responsible for fundraising activities for OAMR scholarships and other needs; assisting the Host Recorder in the Community Outreach Project.

MEMBERS

The 2015/2016 Special Projects/Fundraising Committee has 24 members who have worked on various activities, which include: Raffle Baskets, Quilt/Table Runner & Placemats Raffle, OAMR Store, Auctions, Kathy Ishiara Scholarship Event, and the new Heads or Tails Game at Conference. Each member has contributed to this committee, and I am deeply appreciative in their level of commitment and dedication towards raising funds for scholarships!

Amber Mathiesen, Salem
Angie Lanter, Banks
Tori Barnett, MMC, Ontario
Dawn Bennett, Canyonville
Diane Harris, Sutherlin
Deanna Casey, MMC, Central Point
Carol Weir, MMC, Rogue River
Cathy Nelson, Waterloo
Donna Biggerstaff, Pendleton
Debby Roth, MMC, Cornelius
Heidi Bell, Donald
Karin Johnson, MMC, Independence
Kimmie Jackson, Yachats
Kim Jordan, Seaside
Linda Wangsness, Yachats
Lisa Figueroa, Silverton
Nancy Batchelder, MMC, Yachats
Rebecca Lawson, Glendale
Ruth Post, MMC, Philomath
Sadie Cramer, Molalla
Sadie Main, CMC, Estacada
Stacie Cook, MMC, Mill City
Susan Reeves, MMC, Scappoose
Kitty Vodrup, CMC, Junction City

ACTIVITIES

This year the Special Projects/Fundraising Committee has been busy with a number of fundraising activities. During the Mid-Year Academy, we presented two new store items – a 3-piece Coffee Mug set, Duel USB Car Charger, and an identity theft protective credit card case. Any would make a nice gift right after you buy yours! The store had terrific sales during Mid-Year even with the low attendance, bringing in $415; with raffle sales at $725 for a grand total of $1140. With sales from the Annual Conference, we hope to reach our goal of at least $15,000! Adding to the store is a lightweight stadium blanket with handle cover, a zip front unisex micro fleece jacket both with the OAMR logo and of course, our 2016 Conference charm.

We also went back to an old tradition and presented a beautiful quilt to raffle for conference and a beautiful table runner and placemats we raffled off during the Mid-Year Academy. (A huge thanks to Diane Harris for making the quilt and Deanna Casey for making the table runner and placemats.) OAMR members have also been encouraged to gather items for their region baskets, as well as for the silent auctions. SPFR committee members have been working hard on selling tickets for the Regions Basket Raffle, the full size quilt raffle and reminding members of the store items available on oamr.org website. Please if you can't attend conference check out the website and order in the comfort of your home or office!

Of course, the Kathy Walk is sure to please and show you a bit more of Ashland at the same time. If you haven't signed up yet there's still time! **Chaired by Tori Barnett**, who is a cancer survivor, is heading this up so please come show your support! Even if you can't walk the distance you are encouraged to donate to this wonderful scholarship! With $25 or more you still receive the "special bag" of goodies!

It's been amazing to see the enthusiasm and creativity put into these fundraisers by our committee members. A special thanks to each of my committee members! Also, my thanks to each of you, OAMR members and they co-workers, friends and family who have helped in buying tickets, donated items for the region baskets or the silent auctions or have donated your time, energy or expertise to the cause. It is greatly appreciated, not only by me, as Chair of SPFR Committee, but to the many recipients who are able to attend the education opportunities through OAMR because of the scholarships that we offer to our members!

ANNUAL CONFERENCE

- Community Outreach Project – Our host recorder, Barb Christensen, has nominated the Ashland Helman Elementary School Library. Both of her grown sons attended this school as do her two granddaughters. Barb has volunteered in their library for many years and has noticed how "well worn" the books have become and the noticeable lack of new books. After speaking with the Principal he shared there is no additional money in the budget for the library adding the school librarian had just turned in a "wish list" that they are not able fulfill. **Added bonus:** After Barb spoke with Dr. Rick Kirschner, who is our general speaker at conference, he was most gracious to donate his $500 speaking fee (which is extremely low for him) to our Community Outreach program. Barb would like to challenge all of OAMR to try and meet or beat his donation! Great idea Barb!! Let's go OAMR members!

- Basket Raffle – **Co-Chairs Lisa Figueroa & Kim Jordan** and her team have done a great job of organizing and promoting the outstanding OAMR region baskets. Tickets for region baskets were handed out and mailed during Mid-Year and will continue to be sold until the drawing Friday night at the Banquet. See Lisa or Kim, Sadie Cramer, or Linda Wangsness, during conference to purchase more tickets and/or donate items. The baskets are always amazing, and the tickets are an awesome buy at just $1.00 ea. or 6 tickets for $5.00.

- Store – The store includes a wide variety of items to purchase to promote our professional organization. New this year is the 3pc Coffee Mug set, Dual USB Car Charger, Stadium Blanket with a cover carrying case and a sling bag! There are still many items from last year that are available also. We have our new 2016 Conference charm for $5 and charm bracelets if needed. All store items can be found and purchased throughout the year at OAMR's online store. Thank you **Co-Chairs, Susan Reeves & Debby Roth** for taking over the store and to the entire committee for their hard work on design and selection of items for the store.

- Auctions – **Co-Chairs, Ruth Post & Karin Johnson** are putting together another outstanding silent auction and live auction you won't want to miss. Silent Auctions will take place Thursday afternoon and Friday during the Banquet Social Hour. The Live Auction will take place during the Banquet, and if time allows, one item will be auctioned during lunches at the conference. We always have so many amazing items donated to us, thanks to you the members! Be sure to join Ruth & Karin as we work as a team to process everything, and put together an amazing silent auction. It is extremely helpful if you have your donation form(s) filled out and turned in with your item(s). More information will be shared during the conference!

- Kathy Ishiara Scholarship Event: – Headed up by **Co-Chairs, Tori Barnett & Stacie Cook** with a great team to help them. The cost remains at $25, and of course, if you'd like to donate more to this scholarship fund you are welcome to add to that amount! The Kathy Walk is held on Thursday night, and is always a fun event to participate in. Announcements and a map of the walk will be provided. It should be a beautiful walk. I'm told it's going to be "awesome" this year with some great goodie bags and a challenge to be the most "Unique Pink" you can be! Prizes for the winners will be first, second and third place. Funds raised for this event help an OAMR member attend an IIMC Conference. Tori & Stacie have been working hard at creating an exciting and fun event for you so come join the fun!

- Mini Promotion – Time to gear up for a new game challenge this year that will be held during the banquet! This is headed up by **Co-Chairs Lisa Figueroa and Diane Harris**, and the game is called Heads or Tails! Be ready for the fun, laughter and the challenge to do just a few more!!

RECOMMENDATIONS FOR FUTURE

I highly recommend that, you, our OAMR members sign up for this committee! The more people that sign up the lighter the load will be! It is such a rewarding experience to know your efforts provide scholarships to our membership. Many cities are struggling with their finances, and a scholarship may be the only opportunity a member has to attend professional development classes. Thank you to each member for all your hard work and to the membership for the many donations and financial support you've provided to this year's success!! Bless each of you!

OAMR BOARD REPORT

ADHOC Committee - Treasurer's Position Research

Meeting Date: September 23, 2016
Source of Item: Committee

Contact: Michele Eldridge, CMC
Contact Telephone Number: 541-995-6655
Contact E-Mail: meldridge@ci.harrisburg.or.us

ISSUE STATEMENT

This ADHOC Committee was established at the Mid-Year Board Meeting, in order to research the amount of time, and job duties belonging to the OAMR Treasurer position. The Treasurer position traditionally has been a very hard one to fill in OAMR. When this committee was established, no one had signed up to apply for the position. The nomination committee extended the deadline, and after an assertive fulfillment campaign, had found only one person who was interested in this position. Kimberlynn Collins met the experience conditions for the Treasurer position, and in fact, had been a treasurer for the Shining Stars 501(C)(3) organization, and was the Executive Director for another 501(C)(3) Organization (Teen Challenge) for five years, prior to becoming the City Recorder in Jacksonville. The Board was asked to vote on allowing her eligibility, which was needed because she had not served for a period of two years for a committee in OAMR. (She is this year's Sponsorship & Exhibitor Chairperson, surpassing her goals, and has proved her leadership abilities to the Region Director over the past year.)

BACKGROUND

Joining this Committee was 1st VP Dale Shafer, Region VII Director Nancy Parker, OAMR Treasurer Nancy Batchelder, and Nomination Committee Chairperson Amber Ames. It was later joined by Treasurer Candidate Kimberlynn Collins.

The AAMC and CCAC both have contracted out for the treasurer duties for their organizations. In those organizations, the treasurer was still the main person establishing the budget, and controlling the funds, but was more of a financial analyst for their associations, and was more active during the conferences. In addition, the AOC (Association of Oregon Counties) had recently contracted with the LOC (League of Oregon Cities) to provide their accounting services. As such, we felt that we could obtain these documents, and analyze the position to determine if any changes were warranted in the future for the OAMR Treasurer position.

Once an actual candidate was found for the Treasurer, the actions of this committee were greatly slowed, while we gathered information. The intent of this committee is to research whether or not any changes should be made to the treasurer position in the future, to eliminate the amount of time spent on accounting for OAMR. It is not this committee's goal to commit to any kind of a contracted position, or to detract from any other element important to the membership, especially education and scholarship funding. Instead, this committee wishes to carefully determine if anything about the treasurer position can be changed to eliminate the amount of time spent on accounting.

The Committee has obtained a copy of the AAMC's contract, as well as the contract for the CCAC. In addition, the current treasurer has provided us with the amount of time spent in a typical OAMR year, and we also plan to obtain the opinion of the new OAMR Treasurer over the next year, to determine if there are any changes that could be made that would help support the treasurer, and to eliminate the large amount of time spent in processing the accounting for OAMR. We will continue to research this issue over the next fiscal year, and will determine if any changes should be made that can help the treasurer's position. The Chairperson also hopes that not dealing directly with the AGPRRTF and HB4130 will help with the time constraints and allow more time to adequately research this issue with the care it needs.