



OREGON ASSOCIATION OF MUNICIPAL RECORDERS
Committee Meeting Agenda
January 19 2023

10 A.M. to 10:45 a.m. Records
10:45 a.m. to 11:15 a.m. State Archivist
11:15 a.m. to 12 noon Legislative

Records

Welcome new member Liz Gallagher from Newport

1. Agenda Calendar topic:
Dealing with Elected Officials Records
Roundtable on Onboarding/Offboarding Employees
2. **Guest Speaker State Archivist Stephanie Clark on HB 2112**

Legislative

1. And so it begins... in Salem
2. State Committee Assignments
3. LOC webinar

Future Meeting Schedule:

Records Management and Legislative will share the same dates on the third Thursday of the month from 10-11:30 a.m.

Feb. 16: Doing a Records Inventory – Kattie Riggs/Roundtable on Redundant, Obsolete, Tired (ROT), Archive Rooms/ Buildings & Off-Site Storage

March 16: SOS Retention Schedule Subcommittee update by Kris Stenson, Email Management, State Archives Trainings

April 20: Vital Records & Emergency Management/Roundtable on Getting Staff to use the System

May 18: Records Management Methods for Small Cities, Going Paperless, Advocacy for making RM a priority at your agency

Attachments:

Visit the Sharepoint link to see materials.

- A. Legislative Concept 258 and House Bill 2112 – Public Records Bill
- B. Example of exiting employee policy – City of Wilsonville