



Oregon Association of Municipal Recordors

HISTORICAL PRESERVATION COMMITTEE (Revised 2013)

Purpose: To preserve the history of the Oregon Association of Municipal Recordors.

Coverage of the Scrapbooks: The scrapbook information contains the photos and newsletters from the annual conference to the next annual conference. For example: September 2009 to September 2010, and at the beginning of the conference in September of 2010 the Historical Preservation Committee will be starting a new notebook.

Responsibilities:

- a. The President shall provide a list of all committee members and special awards/recognitions given to members to be included in the official history of the Association.
- b. The Historical Preservation Committee shall provide the Newsletter Committee a list of specific photography needs for academy sessions and the annual conference.
- c. The Conference Committee shall provide two copies of the conference programs for the use by the Historical Preservation Committee records. One copy should be for the scrapbook, one for the Historical Preservation Committee records and possible additional copies as may be necessary.
- d. The Immediate President shall provide written statements to the Historical Preservation Committee following the conference about recipients of the President's Award, Recorder of the Year, and other awards.
- e. The Historical Preservation Committee shall store older scrapbooks in a central location after they have been scanned and added to the digital scrapbook files. The two most recent scrapbooks will be available at each annual conference. **The scrapbooks are not brought to Mid-Year.**
- f. The Historical Preservation Committee shall maintain the roster of officers, and conference locations.
- g. The Historical Preservation Committee shall maintain a list of all CMC's and MMC's, and provide this information to the Internet Committee Chair so it is available on the OAMR website.
- h. The Historical Preservation Committee shall maintain two digital photo frames. One frame shall contain photos of the Presidents and Award Recipients. The other shall contain photos of the general membership attending conferences, training sessions, On-the-Road training sessions and special events. The photo frames shall be stored and brought to each annual meeting.

PROPOSED DUTIES

The Historical Preservation Committee's scrapbook is the history of the organization, whereas the President's Album represents the President's year of meetings, and representing OAMR at IIMC and other state association conferences.

Supplies:

- Preferably, use 3-ring, 2-inch locking notebook instead of photo album in order to use sheet protectors and add copies of newsletters.
 - Use 8-1/2 x 11-inch archive Acid-Free Scrapbook paper (not construction paper).
 - Put completed pages in archival-safe sheet protectors, to protect photographs from fingerprints, scratches, etc.
 - Only one year per notebook.
 - Scan entire book for digital record. Provide to the Internet Committee Chair for posting on the website.
-
- Journal/label photos as much as possible.
 - To create interest on pages, use a solid color acid-free paper, and contrasting scrapbook paper to highlight or mat photos. Use of colored inks, labels, computer art-clips, templates and other scrap booking tools will also add interest.
 - **NOTE:** The OAMR Newsletter Committee designates an official photographer to take photos at the Annual Conference. If special photos are needed at conference, ask the designated photographer to take them. Ask that they obtain names of all participants in order to identify photos later in the Historical Notebook.
 - The OAMR Newsletter Committee provides a CD with photos to the Historical Committee with an index of the photos (the index includes the names of the people that are in the photos). Print out photos on photo paper to get the best quality photo as possible for long-term prints.
 - When the Historical Preservation Committee sends newsletter articles to the Newsletter Committee, it is recommended that you use the Newsletter Submission Guide and the OAMR Newsletter Manual.
 - Photos can either be distributed among the Committee Members, along with the paper, or have a "scrap booking" party to prepare photos pages. Add journaling. Photos can be put on both sides of the paper, so planning is essential.
 - Prepare a list of officers, committees, Professional Development Participants, members who received CMC, MMC, steps during the past year.
 - Add copies of all the newsletters to the notebook.

NOTEBOOKS DO NOT INCLUDE

- Committee Reports
- Proposals from the vendors
- The handbook

ORDER OF SCRAPBOOK:

- Cover for the year
- List of Officers
- List of Committees
- Professional Development participants during the past year
- Members receiving certification from IIMC – CMC, MMC steps. You can get this information from IIMC Verification Specialist. Provide to Internet Committee for the OAMR website.
- Photos
- Newsletters

PHOTOS TO INCLUDE FROM THE ANNUAL CONFERENCE:

- Current officers
- Regional member photos
- Out of State Guests
- Past Presidents
- Newly installed officers
- Photo of Newly Elected Officer(s) that was not able to attend the annual banquet
- Speakers
- Speakers for the Opening Ceremony
- Special events (President's Reception)
- Banquet – Swearing in, New Officers, Award Recipients (as presented and later with the President)
- The Head Table
- The Regional Photos

STORAGE:

Following the annual conference, the Historical Preservation Committee Chair will store the most recent Historical Photo albums (in plastic tubs); scrapbooking supplies; documentation; display board; and the digital photo frames. The main storage of scrapbooks can be at a central location where other OAMR documents are stored.