



Records and Regulations Committee

Purpose:

The purpose of the Records and Regulations Committee (RRC) is to provide records management information and guidance to OAMR members and to monitor proposed legislation and regulations affecting municipal government. The RRC will maintain working relationships with the League of Oregon Cities (LOC), the Oregon Secretary of State Archives Division, and other government agencies for the purposes of networking, education, and advocacy.

Responsibilities

The responsibilities of the chair or co-chairs of the Records and Regulations Committee include:

- The chair(s), or their designee, will manage committee meeting agendas, recordings, minutes, and other materials.
- The chairs(s) will maintain a list of current committee members and track attendance at committee meetings.
- The chair(s), or their designee, will arrange for training of the committee membership and coordination with other OAMR committees and outside partners when necessary.
- Trainings may include, but are not limited to, understanding the Oregon legislative process, records management, and the Cities General Records Retention Schedule.
- The chair(s), or their designee, will be OAMR's representative to the LOC and other regional councils of governments for legislative issues and will share updates with OAMR as appropriate.
- The chair(s), or their designee, will regularly provide updates to the OAMR membership via the newsletter, board reports, and a report at the annual business meeting.

The responsibilities of the membership of the Records and Regulations Committee include:

- Attend as many committee meetings as practicable.
- Collaborate with the chair(s) on meeting coordination, training development, and special projects as requested.
- The chair(s) may appoint task forces or subcommittees, comprised of committee members, to work on special projects or the general work of the committee outside of the regularly scheduled meetings.
- Monitor proposed legislation and regulations that might affect the interests of cities and the profession of municipal recorder.
- Under the direction of the chair(s), collaborate with the Oregon Secretary of State Archives Division when reviewing the Cities General Records Retention Schedule.
- Offer support, information, and resources to OAMR members on the subject of records management.

Process for Addressing Proposed Legislation

1. The chair(s) or a member of the RRC may identify proposed legislation, regulations, or rules, that they believe affect municipal government or the profession of municipal recorder.
2. The RRC will discuss the matter and may choose to recommend that OAMR support, oppose, or take a nuanced position on the proposed legislation or rule.
3. If the RRC recommends that OAMR take action regarding the pending legislation, regulations, or rules, the chair(s), or a designee, may draft a letter outlining the RRC's position and deliver that draft letter to the OAMR Board as soon as is practical.
4. The OAMR Board will consider the letter at its earliest opportunity by its own rules.
5. Should the OAMR Board choose to support the letter, they will make any necessary changes and it will be signed by the OAMR President and chair(s) of the RRC.
6. The chair(s) of the RRC will distribute the signed letter to all interested parties and archive it in accordance with the organization's rules.