



RECORDS & INFORMATION MANAGEMENT (RIM) PROGRAM
RECORDS LIST

RECORDS FORMAT: Hard Copy Electronic _____ Other Media: _____

PURPOSE: Records for On-Site Storage _____ Records for Off-Site Storage Records for Destruction _____

DEPARTMENT: Information Services **PROGRAM:** RIM **PREPARED BY:** Becky Shoemaker

RECORD SERIES TITLE: Metro Archives & Special Collections

RECORD SERIES NO: 05.02.04

MINIMUM RETENTION: Permanent
DATE RANGE/FROM: 01/01/1980

DATE RANGE/TO: 12/31/1985

If you checked Records for Storage, complete the following information:

METRO BOX NO: [COUNCO409](#)

ACCESS, INC. BOX NO: [GI5917](#)

BOX TITLE: Metropolitan Citizens League (MCL) Special Collection

Complete the following section or attach an existing electronic list:

Folder No.	Description	Date Range
1	By-laws adopted, revised, and rough drafts; template copies of by-laws from other regional groups; articles of incorporation; and photograph of members including Ron Cease	03/26/1980 – 05/01/1982
2	Metropolitan Citizens League Mission Statement	undated
3	Board of Directors roster	03/01/1983 – 06/12/1984
4	Resignation letters from board members	02/13/1984 – 05/21/1984

Folder No.	Description	Date Range
5	Board correspondence, including 1983 calendar and Board of Directors master roster for 1981	05/19/1980 – 11/12/1983
6	Political and professional biographies for possible nomination to the Board of Directors of the Metropolitan Citizens League; draft copy of the ballot	c. 1981
7	Membership lists and media contact lists	01/01/1984 – 12/31/1985
8	Generic letters of introduction, requests for membership, and membership thank you letters	undated
9	Membership mailing lists	undated
10	Membership renewal receipts and check-stubs	01/01/1982 – 12/31/1985
11	Draft of letter to prospective business leaders urging them to become contributing members of the Metropolitan Citizens League and related correspondence	05/09/1981 – 10/24/1981
12	Membership materials relating to the organization of the Metropolitan Citizens League	10/31/1980 – 11/20/1980
13	Membership Directory and addendum to same	06/01/1981 – 07/01/1982
14	Correspondence concerning membership in the Metropolitan Citizens League	11/20/1980 – 12/18/1981
15	Drafts and memos for the 1983 membership drive	01/12/1983 – 11/15/1983
16	Membership Directory	03/01/1983 – 03/01/1983
17	Membership prospects for 1983	04/20/1983 – 06/18/1983
18	Membership contacts lists, completed membership forms, membership prospects for 1985	01/01/1981 – 12/31/1984
19	Membership Committee meeting minutes and correspondence	03/01/1983 – 03/01/1984
20	Board meeting agenda and minutes of the Metropolitan Citizens League Executive Committee	12/18/1983 – 02/28/1985
21	Executive Committee meeting minutes [Note: one page is dated 1988; probably typographical error]	02/09/1982 – 03/09/1982
22 (a)	Metropolitan Citizens League board meeting agendas and minutes	02/19/1980 – 12/16/1980
22 (b)	Metropolitan Citizens League board meeting agendas and minutes	01/21/1981 – 12/12/1981
22 (c)	Metropolitan Citizens League board meeting agendas and minutes	01/11/1982 – 12/08/1982
22 (d)	Metropolitan Citizens League board meeting agendas and minutes	01/19/1983 – 12/14/1983
23	Minutes and recommendation from Nomination and Membership Committees	01/21/1981 – 01/12/1983
24	Meeting announcements and attendance sheets	05/23/1984 – 06/27/1984
25	Meeting announcements	01/01/1983 – 07/25/1984
26	Luncheon meeting attendance list and receipts	11/28/1984 – 11/28/1984
27	Luncheon meeting attendance lists	01/01/1984 – 04/30/1984
28	Correspondence thanking individuals for speaking at monthly luncheons; programs for the monthly luncheons; and other miscellaneous correspondence	08/08/1981 – 03/13/1985
29	Attendance lists for luncheons attached to agendas for several meetings: announcement of debate between candidates for the Portland City Council	11/20/1980 – 11/24/1982
30	Duties list for monthly luncheons and general administration	c. 1983
31	Finance correspondence; business contact lists for fundraising drives; and internal memos.	01/01/1981 – 12-31-1984
32	Proposed budgets for fiscal years 1982-1983 and 1983-1984	06/01/1982 – 05/31/1983
33	Correspondence between Metropolitan Citizens League and various trusts for grant money; grant applications; corporate application requests and contributions	03/29/1983 – 05/03/1984
34	Monthly financial reports - 1982	02/01/1982 – 06-30/1982
35	Monthly financial reports - 1981	06/01/1981 – 03/01/1982

Folder No.	Description	Date Range
36	Fundraising proposal for 1985; business directory sales information	11/20/1984 – 11/20/1984
37	Metropolitan Citizens League fact sheet	undated
38	Metropolitan Citizens League brochures and working drafts; related correspondence	01/01/1981 – 12/31/1983
39	News clippings highlighting proposed legislation regarding land use planning, economic development, and the creation of the Metropolitan Citizens League	11/15/1980 – 10/21/1981; undated
40	Newspaper clipping regarding Metro; pamphlet from Friends of Metro urging a yes vote on 26-12; draft of General Public Involvement Plan	09/15/1980 – 04/25/1981
41	Metropolitan Citizens League draft and final newsletters	09/01/1981 – 07/01/1984
42	Press releases, scripts, media contact lists	06/13/1981 – 09/12/1984; undated
43	Copies of various articles from various publications and newspaper clippings	03/01/1976 – 09/01/1981
44	Correspondence to members and business contacts, including announcement of suspension of operations dated May 1, 1985	02/05/1980 – 05/01/1985