



**RECORDS & INFORMATION MANAGEMENT (RIM) PROGRAM  
RECORDS LIST**

<b>RECORDS FORMAT:</b> Hard Copy <input checked="" type="checkbox"/> Electronic <input type="checkbox"/> Other Media: _____
<b>PURPOSE:</b> Records for On-Site Storage <input type="checkbox"/> Records for Off-Site Storage <input checked="" type="checkbox"/> Records for Destruction <input type="checkbox"/>

<b>DEPARTMENT:</b> Communications	<b>PROGRAM:</b> Communications	<b>PREPARED BY:</b> Becky Shoemaker
<b>RECORD SERIES TITLE:</b> Communications - Public Engagement - Publications, Policy and Historic Publications		
<b>RECORD SERIES NO:</b> 05.02.04		
<b>MINIMUM RETENTION:</b> Permanent		
<b>DATE RANGE/FROM:</b> 12/01/1991		
<b>DATE RANGE/TO:</b> 10/12/2020		

<b>METRO BOX NO:</b> <a href="#">COMM00002</a>
<b>ACCESS, INC. BOX NO:</b> <a href="#">OREG133937</a>
<b>BOX TITLE:</b> Metro GreenScene / Our Big Backyard Newsletters

Complete the following section or attach an existing electronic list:

Folder No.	Description:	Comments:
	See attached list	

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**RECORDS AND INFORMATION MANAGEMENT PROGRAM**  
**Records List - Box No. COMM00002**

<b>CM Record No.</b>	<b>Classification Description:</b>	<b>Record Title:</b>	<b>Record Date:</b>	<b>Retention:</b>
n/a	Communications - Public Engagement - Publications, Policy and Historic Publications	Trip Into Nature: Rare Urban Discoveries - Winter Series	12/1/1991	Permanent
n/a	Communications - Public Engagement - Publications, Policy and Historic Publications	Trip Into Nature: Rare Urban Discoveries - Summer Series	6/1/1992	Permanent
n/a	Communications - Public Engagement - Publications, Policy and Historic Publications	Trip Into Nature: Rare Urban Discoveries - Fall Series	10/1/1992	Permanent
n/a	Communications - Public Engagement - Publications, Policy and Historic Publications	Trip Into Nature: Rare Urban Discoveries - 1992-93 Winter Series	12/1/1992	Permanent
n/a	Communications - Public Engagement - Publications, Policy and Historic Publications	Trip Into Nature: Rare Urban Discoveries - Tours, Hikes, Classes and Events 1993 Spring Series	3/1/1993	Permanent
n/a	Communications - Public Engagement - Publications, Policy and Historic Publications	Trip Into Nature: Rare Urban Discoveries - Tours, Hikes, Classes and Events 1993 Summer Series	6/1/1993	Permanent
n/a	Communications - Public Engagement - Publications, Policy and Historic Publications	Trip Into Nature: Rare Urban Discoveries - Tours, Hikes, Classes and Events 1993 Fall Series	10/1/1993	Permanent
n/a	Communications - Public Engagement - Publications, Policy and Historic Publications	Trip Into Nature: Rare Urban Discoveries - Tours, Hikes, Classes and Events 1994 Spring Series	3/1/1994	Permanent
n/a	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene - Tours, hikes, classes, concerts and more. Summer 1994	6/1/1994	Permanent
n/a	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene - Tours, hikes, classes, and more. Fall and winter 1994	10/1/1994	Permanent
n/a	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene - Tours, hikes, classes, and more. Winter and spring 1995	1/1/1995	Permanent
n/a	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene - Tours, hikes, classes, concerts and more. Summer 1995	6/1/1995	Permanent
n/a	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene - Tours, hikes, classes, and more. Fall and winter 1995	10/1/1995	Permanent
n/a	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene - Tours, hikes, classes, and more. Winter and spring 1996	1/1/1996	Permanent
n/a	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene - Tours, hikes, classes, concerts and more. Summer 1996	6/1/1996	Permanent
n/a	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene - Tours, hikes, classes, and more Fall 1996	10/1/1996	Permanent

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n/a	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene - Tours, hikes, classes, and more Winter and spring 1997	1/1/1997	Permanent
n/a	Communications - Public Engagement - Publications, Policy and Historic Publications	Two years and 2,300 acres - Metro's Open Spaces Land Acquisition Report to Citizens	5/1/1997	Permanent
n/a	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene - Tours, hikes, classes, concerts and more Summer 1997	6/1/1997	Permanent
n/a	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene - Tours, hikes, classes, and more Fall 1997	10/1/1997	Permanent
n/a	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene - Tours, hikes, classes, and more Winter and Spring 1998	1/1/1998	Permanent
n/a	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene - News & Things to Do Fall 1998	10/1/1998	Permanent
n/a	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene - News & Things to Do Winter and spring 1999	1/1/1999	Permanent
n/a	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene - News & Things to Do Summer 1999	6/1/1999	Permanent
n/a	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene - News & Things to Do Winter and spring 1999-2000	12/1/1999	Permanent
DOC14/988	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: News and Things to Do - Spring 2000 Edition	3/1/2000	Permanent
DOC14/989	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: News and Things to Do - Summer 2000 Edition	6/1/2000	Permanent
DOC14/987	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: News and Things to Do - Fall 2000 Edition	10/1/2000	Permanent
DOC14/990	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: News and Things to Do - Winter 2000-2001 Edition	12/1/2000	Permanent
DOC14/1029	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: News and Things to Do - Spring 2001 Edition	3/1/2001	Permanent
DOC14/1030	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: News and Things to Do - Summer 2001 Edition	6/1/2001	Permanent
DOC14/1031	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: News and Things to Do - Special Edition - The neighborhood's turning wild	8/1/2001	Permanent
DOC14/1032	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: News and Things to Do - Fall 2001 Edition	10/1/2001	Permanent

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**Records List - Box No. COMM0002**

<b>CM Record No.</b>	<b>Classification Description:</b>	<b>Record Title:</b>	<b>Record Date:</b>	<b>Retention:</b>
DOC14/1033	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: News and Things to Do - Winter 2001-2002 Edition	12/1/2001	Permanent
DOC14/1034	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: News and Things to Do - Spring 2002 Edition	3/1/2002	Permanent
DOC14/1035	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: News and Things to Do - Summer 2002 Edition	6/1/2002	Permanent
DOC14/1036	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: News and Things to Do - Fall 2002 Edition	10/1/2002	Permanent
DOC14/1037	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: News and Things to Do - Winter 2002-2003 Edition	12/1/2002	Permanent
DOC14/1041	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Special Edition - Regional Trails and Greenways Spring 2003	3/1/2003	Permanent
DOC14/1042	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: News and Things to Do - Summer 2003 Edition	6/1/2003	Permanent
DOC14/1043	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: News and Things to Do - Fall 2003 Edition	10/1/2003	Permanent
DOC14/1044	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: News and Things to Do - Winter 2003-2004 Edition	12/1/2003	Permanent
DOC14/1046	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: News and Things to Do - Spring 2004 Edition	3/1/2004	Permanent
DOC18/1384	Communications - Public Engagement - Publications, Policy and Historic Publications	Promises made, promises kept - The Open spaces, parks and streams bond measure puts nature at your doorstep	3/28/2004	Permanent
DOC14/1047	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: News and Things to Do - Summer 2004 Edition	6/1/2004	Permanent
DOC14/1048	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: News and Things to Do - Fall 2004 Edition	10/1/2004	Permanent
DOC14/1049	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: News and Things to Do - Winter 2004-2005 Edition	12/1/2004	Permanent
DOC14/1050	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: News and Things to Do - Spring 2005 Edition	3/1/2005	Permanent
DOC14/1051	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Discover nature in neighborhoods - Summer 2005 Edition	6/1/2005	Permanent

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DOC14/1052	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Open Spaces and Treasured Places 8,000 acres saved and counting - Fall 2005 Edition	10/1/2005	Permanent
DOC14/1053	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Discover nature in neighborhoods - Winter 2006 Edition	12/1/2005	Permanent
DOC14/1055	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Discover nature in neighborhoods - Spring 2006 Edition	3/1/2006	Permanent
DOC14/1056	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Discover nature in neighborhoods - Summer 2006 Edition	6/1/2006	Permanent
DOC14/1057	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Discover nature in neighborhoods - Fall 2006 Edition	10/1/2006	Permanent
DOC14/1058	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Discover nature in neighborhoods - Winter 2007 Edition	12/1/2006	Permanent
DOC14/1059	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Discover nature in neighborhoods - Spring 2007 Edition	3/1/2007	Permanent
DOC14/1060	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Discover nature in neighborhoods - Summer 2007 Edition	6/1/2007	Permanent
DOC18/1582	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Discover nature in neighborhoods - Fall 2007 Edition	10/1/2007	Permanent
DOC14/1063	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Discover nature in neighborhoods - Spring 2008 Edition	3/1/2008	Permanent
DOC14/1064	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Your summer guide to great places and green living - Summer 2008 Edition	6/1/2008	Permanent
DOC14/1061	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Your fall guide to great places and green living - Fall 2008 Edition	10/1/2008	Permanent
DOC14/1062	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Your winter guide to great places and green living - Winter 2009 Edition	12/1/2008	Permanent
DOC14/1080	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Your spring guide to great places and green living - Spring 2009 Edition	3/1/2009	Permanent
DOC14/1081	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Your summer guide to great places and green living - Summer 2009 Edition	6/1/2009	Permanent
DOC14/1082	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Your fall guide to great places and green living - Fall 2009 Edition	10/1/2009	Permanent

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DOC14/1083	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Your winter guide to great places and green living - Winter 2010 Edition	12/1/2009	Permanent
DOC14/1090	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Your spring guide to great places and green living - Spring 2010 Edition	3/1/2010	Permanent
DOC14/1091	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Your summer guide to great places and green living - Summer 2010 Edition	6/1/2010	Permanent
DOC14/1092	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Your fall guide to great places and green living - Fall 2010 Edition	10/1/2010	Permanent
DOC14/1093	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Your winter guide to great places and green living - Winter 2011 Edition	12/1/2010	Permanent
DOC14/1094	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Your spring guide to great places and green living - Spring 2011 Edition	3/1/2011	Permanent
DOC14/1095	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Your summer guide to great places and green living - Special Edition Summer 2011	6/1/2011	Permanent
DOC14/1096	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Your fall guide to great places and green living - Fall 2011 Edition	10/1/2011	Permanent
DOC14/1097	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Your winter guide to great places and green living - Winter 2012 Edition	12/1/2011	Permanent
DOC14/1098	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Your spring guide to great places and green living - Spring 2012 Edition	3/1/2012	Permanent
DOC14/1099	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Your summer guide to great places and green living - Summer 2012 Edition	6/1/2012	Permanent
DOC14/1100	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Your fall guide to great places and green living - Fall 2012 Edition	10/1/2012	Permanent
DOC14/1101	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Your winter guide to great places and green living - Winter 2013 Edition	12/1/2012	Permanent
DOC14/1102	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Your spring guide to great places and green living - Spring 2013 Edition	3/1/2013	Permanent
DOC14/1103	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Your summer guide to great places and green living - Summer 2013 Edition	6/1/2013	Permanent
DOC14/1259	Communications - Public Engagement - Publications, Policy and Historic Publications	Metro GreenScene: Your fall guide to great places and green living - Fall 2013 Edition	10/1/2013	Permanent

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DOC14/1246	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Winter 2014 Edition	1/1/2014	Permanent
DOC14/1245	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Spring 2014 Edition	4/1/2014	Permanent
DOC14/1993	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Summer 2014 Edition	6/27/2014	Permanent
DOC14/1994	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Fall 2014 Edition	9/22/2014	Permanent
DOC15/58	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Winter 2015 Edition	1/7/2015	Permanent
DOC15/326	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Spring 2015 Edition	4/1/2015	Permanent
DOC15/445	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Summer 2015 Edition	6/27/2015	Permanent
DOC15/1378	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Fall 2015 Edition	10/1/2015	Permanent
DOC16/67	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Winter 2016 Edition	1/7/2016	Permanent
DOC16/269	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Spring 2016 Edition	4/1/2016	Permanent
DOC16/552	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Summer 2016 Edition	7/11/2016	Permanent
DOC16/895	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Fall 2016 Edition	10/1/2016	Permanent
DOC16/1408	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Winter 2017 Edition	1/7/2017	Permanent
DOC17/686	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Spring 2017 Edition	4/1/2017	Permanent
DOC17/2145	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Summer 2017 Edition	7/1/2017	Permanent
DOC17/5511	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Fall 2017 Edition	10/1/2017	Permanent



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DOC17/6291	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Winter 2018 Edition	1/7/2018	Permanent
DOC18/775	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Spring 2018 Edition	4/1/2018	Permanent
DOC18/1296	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Summer 2018 Edition	7/1/2018	Permanent
DOC18/1297	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Summer 2018 Edition - Destination Guide (English version)	7/1/2018	Permanent
DOC18/1298	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Summer 2018 Edition - Destination Guide (Spanish version)	7/1/2018	Permanent
DOC18/1299	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Summer 2018 Edition - Postcard	7/1/2018	Permanent
DOC18/1301	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Summer 2018 Edition - Destination Guide (Chinese version)	7/1/2018	Permanent
DOC18/1302	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Summer 2018 Edition - Destination Guide (Russian version)	7/1/2018	Permanent
DOC18/1651	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Fall 2018 Edition	10/1/2018	Permanent
DOC18/1900	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Winter 2019 Edition	1/7/2019	Permanent
DOC19/610	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Spring 2019 Edition	4/1/2019	Permanent
DOC19/2501	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Summer 2019 Edition	7/1/2019	Permanent
DOC19/3759	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Summer 2019 Edition - Destination Guide (English version)	7/1/2019	Permanent
DOC19/3760	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Summer 2019 Edition - Destination Guide (Vietnamese version)	7/1/2019	Permanent
DOC19/3761	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Summer 2019 Edition - Postcard	7/1/2019	Permanent
DOC19/4798	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Fall 2019 Edition	10/1/2019	Permanent



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DOC20/9	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Winter 2020 Edition	1/6/2020	Permanent
DOC20/822	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Spring 2020 Edition	5/1/2020	Permanent
DOC20/2662	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Summer 2020 Edition	7/1/2020	Permanent
DOC20/3122	Communications - Public Engagement - Publications, Policy and Historic Publications	Our Big Backyard Fall 2020 Edition	10/12/2020	Permanent

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