

RECORDS & INFORMATION MANAGEMENT (RIM) PROGRAM

 **TEMPORARY RECORDS LIST**

**Records Format**: Hard Copy **X** Electronic \_\_\_\_\_ Other Media: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose**: Records for Storage **X** Records for Destruction \_\_\_\_\_

**DEPARTMENT**: **MERC** **PROGRAM**: **Oregon Convention Center (OCC)** **PREPARED BY**: **Becky Shoemaker**

**RECORD SERIES TITLE**: **Metro Archives and Special Collections Records**

**RECORD SERIES NO**: **05.02.04**

**MINIMUM RETENTION**: **Permanent**

**DATE RANGE/FROM**: **01/08/1988**

**DATE RANGE/TO**: **12/28/1989**

**METRO BOX NO**: **MERC00193**

**ACCESS, INC. BOX NO**: **OREG343967**

**BOX TITLE**: **Metro: Oregon Convention Center Project Special Collection** [*Note: This box needs to be processed for permanent retention/digitization/ entry into CM and incorporated into the larger Oregon Convention Center Project Special Collection*]

Complete the following section or attach an existing electronic list:

|  |  |  |
| --- | --- | --- |
| **Folder No.** | Description: | Date Range From/To: |
| 1 | Oregon Convention Center Project - Correspondence Document(s) include: Memos, letters, and documents from Metro staff, regional partners and stakeholders, vendors, and media outlets regarding the Oregon Convention Center project. | 01/08/1988 to 02/26/1988 |

|  |  |  |
| --- | --- | --- |
| **Folder No.** | Description: | Date Range From/To: |
| 2 | Oregon Convention Center Project - Correspondence Document(s) include: Memos, letters, and documents from Metro staff, regional partners and stakeholders, vendors, and media outlets regarding the Oregon Convention Center project. | 03/02/1988 to 06/28/1988 |
| 3 | Oregon Convention Center Project - Correspondence Document(s) include: Memos, letters, and documents from Metro staff, regional partners and stakeholders, vendors, and media outlets regarding the Oregon Convention Center project. | 07/01/1988 to 12/27/1988 |
| 4 | Oregon Convention Center Project - Correspondence Document(s) include: Memos, letters, and documents from Metro staff, regional partners and stakeholders, vendors, and media outlets regarding the Oregon Convention Center project. | 01/01/1989 to 11/09/1989 |
| 5 | Oregon Convention Center Project - Correspondence Document(s) include: Memos, letters, and documents from Metro staff, regional partners and stakeholders, vendors, and media outlets regarding the Oregon Convention Center project. | 01/04/1989 to 03/29/1989 |
| 6 | Oregon Convention Center Project - Correspondence Document(s) include: Memos, letters, and documents from Metro staff, regional partners and stakeholders, vendors, and media outlets regarding the Oregon Convention Center project. | 04/01/1989 to 06/29/1989 |
| 7 | Oregon Convention Center Project - Correspondence Document(s) include: Memos, letters, and documents from Metro staff, regional partners and stakeholders, vendors, and media outlets regarding the Oregon Convention Center project. | 07/06/1989 to 10/26/1989 |
| 8 | Oregon Convention Center Project - Correspondence Document(s) include: Memos, letters, and documents from Metro staff, regional partners and stakeholders, vendors, and media outlets regarding the Oregon Convention Center project. | 11/01/1989 to 12/28/1989; undated |