



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

RECORDS FORMAT:	Hard Copy__	Electronic ___	Other Media: <input checked="" type="checkbox"/> Audio Cassettes
PURPOSE:	Records for Storage	Records for Destruction <input checked="" type="checkbox"/>	

DEPARTMENT: Metro Council	PROGRAM:	PREPARED BY: Becky Shoemaker
RECORD SERIES TITLE: Administrative - Meeting Management - Meeting Records, Governing Body, Recordings		
RECORD SERIES NO: 02.02.05		
MINIMUM RETENTION: 2 years after minutes summarized and verified		
DATE RANGE/FROM: 04/20/1995		
DATE RANGE/TO: 01/11/1996		

METRO BOX NO: COBUN0014
ACCESS, INC. BOX NO: N/A
BOX TITLE: City of Portland and Metro Facilities Consolidation Committee Meeting Recordings

Complete the following section or attach an existing electronic list:

Description:	Date Range From/To:
See attached list	

**Metro Records Destruction List -
City of Portland/Metro Facilities Consolidation Committee Recordings Years: 1995 - 1996**

Classification Description:	Meeting Description:	Meeting Date:	Retain Until:
Administrative - Meeting Management - Meeting Records, Governing Body, Recordings	City of Portland/Metro Facilities Consolidation Committee Recording	4/20/1995	12/31/1997
Administrative - Meeting Management - Meeting Records, Governing Body, Recordings	City of Portland/Metro Facilities Consolidation Committee Recording	5/4/1995	12/31/1997
Administrative - Meeting Management - Meeting Records, Governing Body, Recordings	City of Portland/Metro Facilities Consolidation Committee Recording	8/3/1995	12/31/1997
Administrative - Meeting Management - Meeting Records, Governing Body, Recordings	City of Portland/Metro Facilities Consolidation Committee Recording	8/17/1995	12/31/1997
Administrative - Meeting Management - Meeting Records, Governing Body, Recordings	City of Portland/Metro Facilities Consolidation Committee Recording	9/6/1995	12/31/1997
Administrative - Meeting Management - Meeting Records, Governing Body, Recordings	City of Portland/Metro Facilities Consolidation Committee Recording	9/21/1995	12/31/1997
Administrative - Meeting Management - Meeting Records, Governing Body, Recordings	City of Portland/Metro Facilities Consolidation Committee Recording	10/5/1995	12/31/1997
Administrative - Meeting Management - Meeting Records, Governing Body, Recordings	City of Portland/Metro Facilities Consolidation Committee Recording	11/2/1995	12/31/1997
Administrative - Meeting Management - Meeting Records, Governing Body, Recordings	City of Portland/Metro Facilities Consolidation Committee Recording	11/16/1995	12/31/1997
Administrative - Meeting Management - Meeting Records, Governing Body, Recordings	City of Portland/Metro Facilities Consolidation Committee Recording	12/7/1995	12/31/1997
Administrative - Meeting Management - Meeting Records, Governing Body, Recordings	City of Portland/Metro Facilities Consolidation Committee Recording	12/21/1995	12/31/1997
Administrative - Meeting Management - Meeting Records, Governing Body, Recordings	City of Portland/Metro Facilities Consolidation Committee Recording	1/11/1996	12/31/1998