

#### **14. Recording Meetings**

It is desirable to record meetings when resources permit; but it is not required. However, if a board/committee decides to record their meetings, all meetings should consistently be recorded on a regular basis. Recorded meetings must be maintained in accordance with the City's Records Retention Schedule.

#### **15. Official Board, Committee, and City Commission Records**

Pursuant to ORS Chapter 192, all agendas, minutes, reports, communications, tapes/DVD's (if retained), and any other related material, should be kept in an organized manner and in such a way that these records can be easily transferred to another staff person in the event of a change in duties or termination with the City. It is the responsibility of the board/commission staff person to maintain all records pursuant to the State's General Records Retention Schedule and other policies.

The Office of the City Recorder maintains the City Seal and serves as clerk of the City Commission by recording and archiving the official records, proceedings, and legislative history of the City of Oregon City. The Office strives to provide professional, courteous, and timely assistance to the City Commission, citizens, City departments, and other agencies. The City Recorder manages City records and implements the State's records retention schedule for cities, and maintains the permanent records for boards and commissions.

*For further information on Boards, Commissions, and Committees*

*visit the City's website at:*

[www.orcity.org](http://www.orcity.org)

*Select City Government, then Boards and Commissions*

City Recorder's Office  
625 Center Street  
P.O. Box 3040  
Oregon City, OR 97045  
503-657-0891  
recorder@orcitey.org