

# Metro guide

## *Metro Archives and Special Collections*



## Research and Services

### Using Metro's Archives

Anyone can access Metro's Archives and Special Collections records. However, since most of Metro's records are located in off-sight storage, patrons will more than likely need to submit a public records request to Metro's records officer prior to visiting to ensure records of interest are available for review and that Records Information Management (RIM) program staff are available to provide assistance. Also, because Metro has limited space for viewing records, it is important to make arrangements in advance of your visit.

### Reviewing Records

The following directions outline some of the requirements when reviewing records:

- Sign in at the Metro Regional Center lobby security desk upon your arrival.
- No food or beverages are allowed in the records viewing area.
- Please bring your own notepaper, notecards, and pencils.
- The use of pens and highlighters are not allowed, nor are pressure sensitive notes, such as Post Its.
- Use paperclips provided by Metro to identify records of interest requiring duplication.

- Patrons are responsible for safeguarding the condition of the records under review.
- The records must be kept in the same order in which they are given to you. If folders in a box or pages in a folder appear to be out of order, do not rearrange the records yourself; alert RIM staff instead.
- The wearing of cotton gloves may be required when working with Metro's older records.
- All of Metro's records are non-circulating and may not be borrowed.
- No additional records will be retrieved half an hour before closing.

### Obtaining Copies

To obtain paper copies of original records, please provide RIM program staff with a list of the records you want copied. Depending on the types of records, the amount of pages, and staff availability, you may be asked to come back at a later date to pick up your copies. For a complete listing of fees associated with the duplication of records, please see Metro's Fee Worksheet on the back of the Public Records Request form.

Questions about Metro  
Archives and Special  
Collections?

**Metro's records officer**  
503-797-1740 or  
[records@oregonmetro.gov](mailto:records@oregonmetro.gov)

## Ready to start your research?

Here are options available to you:

- See the Metro Archives and Special Collections website for more information about what we have.
- Use Metro's online search tool - [WebDrawer](#) - to search digital records.
- To view records that are not accessible via WebDrawer, contact Metro's records officer by phone ([503.797.1740](tel:503.797.1740)) or by email at [records@oregonmetro.gov](mailto:records@oregonmetro.gov)

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