



# Metro Archives and Special Collections

## Current volunteer opportunities

Metro holds a significant number of special collections in its archives comprised of historically significant permanent records. The Records and Information Management (RIM) program exercises oversight and management of the agency's special collections.

The following list describes some of Metro's special collections projects:

### **Metro councilor archives**

Approximately **48 cu. ft.** of records are in need of processing, along with corresponding electronic records, oral history transcripts, photographs, oaths of office, speeches, awards, and biographical information.

### **Office of the executive officer collection**

When the Office of Executive Officer was sunsetted with the 2003 Charter update, the RIM program inherited all of Metro Executive Officer Mike Burton's archival materials. They have yet to be processed for digitization and permanent retention; approximately **30 cu. ft.** of materials.

### **Columbia Region Association of Governments (CRAG) collection**

These materials relate to Metro's predecessor agency. The collection consists of approximately **40.8 cu. ft.** of records. Half of the collection has been processed; the other half was discovered during an off-site storage cleanup. Approximately **20.4 cu. ft.** of materials need to be inventoried, organized, and integrated into the existing collection. In addition, the existing finding aid needs to be updated. Upon completion, the entire collection will need to be digitized.



### **Metropolitan Service District (MSD) collection**

These materials relate to Metro's predecessor agency; approximately **7.2 cu. ft.** of records need to be inventoried, organized, and prepared for digitization and permanent storage. A finding aid to the collection also needs to be completed.

### **Oregon Zoo photograph collection**

The Oregon Zoo has generated and/or collected mixed media in the form of photographs, film, video and audio recordings since opening at the current location in 1959. Most of this media has been collected and stored without organization in several places throughout the facility. Currently, much of it is stored in multiple boxes in a storage space next to the Media Production Office. It is loosely organized by media type, but not by subject or chronology.

The focus of this project includes organization and preservation of the Oregon Zoo's mixed media collection and the creation of a finding aid to promote accessibility by researchers and other interested parties. The work will be performed on-site at the Oregon Zoo.

**Ready to volunteer?**

Contact Metro's records officer by:

Phone [503.797.1740](tel:503.797.1740) or

Email, [records@oregonmetro.gov](mailto:records@oregonmetro.gov)

**Questions about Metro  
Archives and Special  
Collections?**

Metro's records officer  
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