

From: Griffin-Valade, LaVonne
Sent: Monday, November 09, 2009 12:27 PM
To: Citywide All Employees Distribution List
Subject: Auditor announces upcoming move of the Archives and Records Center

I am pleased to announce the upcoming move of the Archives and Records Center to its new location on the PSU campus. Relocation of the more than 30,000 boxes and thousands of maps and plans from the current facility at Chimney Park will take several months. Staff need to conduct a full-facility inventory before and after the move to ensure that everything is moved properly. Due to the attention needed for the inventories and the actual move, the Archives and Records Center will be closed December 1, 2009 through April 30, 2010.

During the closure, staff will not be available for research assistance and the facility will be closed for research. Additionally, in order to control the inventory and move, new boxes for storage will not be accepted during the closure. I am also asking bureaus to refrain from returning files/boxes between December 1, 2009 and April 30, 2010.

Archives and Records Center staff will continue sending any records needed by bureaus, but on an abbreviated schedule. Records will be sent out twice a week on Tuesdays and Thursdays beginning December 1st and ending April 29th.

I appreciate your patience during the closure period, and I look forward to the grand opening of the new Portland Archives and Records Center in late spring of 2010. In the meantime, if you have questions, please contact Diana Banning, the City Archivist at 823-4564.

Regards,

LaVonne Griffin-Valade, City Auditor